

PUBLIC NOTICE OF A MEETING OF  
THE CITY COUNCIL  
OF PLEASANT VIEW CITY, UTAH

December 9, 2014

Public Notice is hereby given that the City Council of Pleasant View, Utah will hold a Public Meeting in the city office at 520 West Elberta Dr. in Pleasant View, Utah on Tuesday, December 9, 2014, commencing at 6:00 P.M.

The agenda consists of the following:

**Pledge of Allegiance:** Mel Marker

**Opening Prayer, Reading or Expression of Thought:** Mel Marker

**Comments/Questions for the Mayor & Council for items not on the agenda (public)**

**Consent Items:**

- Worker's Compensation 2015 renewal rate

**Business:**

- 6:10 P.M. 1 Discussion and possible appointment of Planning Commission members. (*Presenter: Mayor Mileski*)
- 6:20 P.M. 2. Discussion on potential street cross sections for Skyline Drive (*Presenter: Gary Horton, PEC*)
- 6:40 P.M. 3. Approval of a resolution encouraging the State of Utah to Address Comprehensive Transportation Funding. (*Presenter: Melinda Greenwood*)
- 6:50 P.M. 4. Public Hearing continued from November 25, 2014 - Discussion on the adoption of a Resolution for the City's Updated Water Conservation Plan. (*Presenter: Valerie Claussen*)
- 7:00 P.M. 5. Discussion and Approval of Amendments to the Personnel Policies and Procedures Manual
- Resolution on Delegation of General Policy Changes to the Mayor and City Administrator
  - URS Definition of Eligibility of Tier 1 & Tier 2 Elected and Appointed Officials
  - Vacation Carryover
  - Overtime Compensation Calculation
- (Presenter: Melinda Greenwood)*
- 7:15 P.M. 6. Closed Meeting.
7. Action from Closed Meeting.

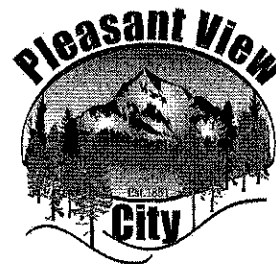
**Other Business**

**Adjournment**

*The City Council at their discretion may change the order and times of the agenda items.*

*In compliance with the Americans with Disabilities Act, persons needing auxiliary services for these meetings should call the Pleasant View City Office at 801-782-8529, at least 24 hours prior to the meeting.*

# Memo



**To:** Mayor Mileski & City Council Members

**From:** Melinda Greenwood, City Administrator

**Meeting Date:** December 9, 2104

**Re:** Consent Agenda – Approval of 2015 Worker's Compensation Renewal Rate in the amount of \$21,812.41

*MG*

## **I. RECOMMENDED ACTION**

Staff recommends approving the expenditure of \$21,812.41 for the 2015 Worker's Compensation Insurance coverage.

## **II. DESCRIPTION / BACKGROUND**

Each year the city pays premiums for worker's compensation insurance coverage. The renewal is on a calendar year, so rates are determined each year in November or December. This year the renewal rate is \$21,812.41, which is a \$5,631.78 decrease from the 2014 rate. This is due in part from the reduction of our E-mod, which has now dropped to .73 as well as the schedule rating. Payments for this coverage are made on a monthly basis.

Our Worker's Compensation coverage has traditionally been provided through the Utah Local Governments Trust, which also covers our general liability.

Staff recommends approving the expenditure of \$21,812.41 for 2105 Worker's Compensation insurance coverage through the Utah Local Governments Trust.

## **III. IMPACT**

**A. Fiscal-** The funding is already in the 14/15 year budget and there is a reduction in costs from 2014 in the amount of \$5,631.78.

**B. Operations / Service Delivery-** N/A

## **IV. ALTERNATIVES**

## **V. SCHEDULE / TIME CONSTRAINTS**

## **VI. LIST OF ATTACHMENTS**

- A. Worker's Compensation Rate Sheet
- B. Insurance Coverage General Term Sheet

Member: Pleasant View City  
Policy Number: 13030-WC-2015  
Policy Period: 01/01/15 to 01/01/16 12:01 A.M.

[illegible]

Experience Modification Factor	0.93	-\$8,122.98
Schedule Rating	1.00	\$0.00
Premium Size Discount	2.00%	-\$439.24
TRIPRA*	0.01%	\$144.76
Catastrophe**	0.01%	\$144.76
Estimated Annual Premium		\$21,812.41

\*Terrorism Risk Insurance Program Reauthorization Act of 2007  
\*\*Other than certified acts of terrorism

Minimum Premium is \$408. If policy is cancelled prior to expiration, the minimum premium due is \$408.



# Insurance Coverage General Term Sheet

Coverage will be governed by state statute and the following terms and conditions.

1. Insured: Pleasant View City
2. Coverage Type: Workers Compensation
3. Coverage Term: 1/1/15 to 1/1/18, annual anniversary at 1/1/16 and 1/1/17
4. 2015 Premium: \$21,812.41
5. Pleasant View City retains the right to any rate reductions during policy term

Order to bind insurance coverage:

\_\_\_\_\_  
Approved By

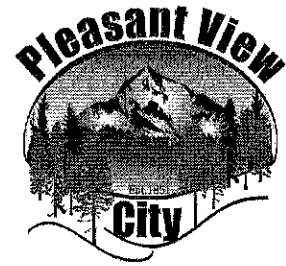
\_\_\_\_\_  
Date

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Steven A. Hansen CEO

\_\_\_\_\_  
Date

# Memo



**To:** Mayor Mileski & City Council Members

**From:** Melinda Greenwood, City Administrator

*mg*

**Meeting Date:** December 9, 2104

**Re:** Approval of Resolution Encouraging the State of Utah to Address Comprehensive Transportation Funding

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## **I. RECOMMENDED ACTION**

Staff recommends approving the resolution to encourage the State of Utah to address comprehensive transportation funding.

## **II. DESCRIPTION / BACKGROUND**

The League of Cities and Towns has been working for years with the state to improve transportation funding for municipalities. Success has yet to be seen, so they are asking this year for a grass roots initiative to come from cities. The League has asked each member city to pass the attached resolution, which supports funding for transportation.

Though there are various funding solutions for transportation, the preferred option at this point is statewide implementation of a quarter cent (\$0.0025) local options sales tax which would be adopted individually if a county chose to do so. Another alternative is to adjust the fuel tax, which hasn't been adjusted since its adoption in 1997 and isn't subject to inflation. A nice aspect of the resolution is that it gives suggestions for funding sources, and doesn't tie the state into any one solution.

The membership of the League voted at the annual conference in September to support the proposed resolution, and it's now the job of individual cities to pass the resolution so it can be sent to elected officials around the state, including Governor Herbert. Other cities are doing their part, as witnessed in the attached news articles.

It is easy to argue that Pleasant View doesn't have the funding needs to successfully maintain our entire street, sidewalk and trail infrastructure. If the state can't provide increased funding for cities, the only option we are left with is to increase the property tax rate.

This resolution, which clearly defines concerns and details some solutions, alerts our legislators, senators, and representatives to the necessity for increased funding to support our transportation needs.

Staff recommends passing the proposed resolution.

### **III. IMPACT**

**A. Fiscal-** Unknown

**B. Operations / Service Delivery-** Unknown

### **IV. ALTERNATIVES**

**A.** Do not approve the resolution.

### **V. SCHEDULE / TIME CONSTRAINTS**

This resolution should be approved prior to the beginning of the Legislative session.

### **VI. LIST OF ATTACHMENTS**

**A.** Draft Resolution

**B.** Standard Examiner News Articles

- a. November 17, 2014 - Coalition wants more money for Utah transportation
- b. November 22, 2014 - Ogden paying to join a transportation coalition
- c. November 29, 2014 - Clearfield supports transportation coalition

**RESOLUTION 2014 –**

**A RESOLUTION OF THE CITY COUNCIL OF PLEASANT VIEW CITY, UTAH, ENCOURAGING THE STATE OF UTAH TO ADDRESS COMPREHENSIVE TRANSPORTATION FUNDING.**

**WHEREAS**, a safe and efficient transportation system creates the foundation for economic growth and improved quality of life; and

**WHEREAS**, the creation and maintenance of transportation infrastructure is a core responsibility of State and local government; and

**WHEREAS**, Utah's population is expected to grow by 1 million residents by 2040; and

**WHEREAS**, Utah's residents demand new comprehensive transportation options such as bike lanes, multi-use paths, off-road trails and transit in addition to traditional roads; and

**WHEREAS**, research from the Utah Department of Transportation indicates that road maintenance efforts save cities from road rehabilitation that costs six times as much as maintenance, and saves cities from road reconstruction that costs ten times as much as maintenance, and

**WHEREAS**, investing in transportation results in tremendous economic development returns for both municipalities and the state; and

**WHEREAS**, improving comprehensive transportation in Utah will reduce private vehicle usage which will in turn lead to improved air quality; and

**WHEREAS**, poor air quality discourages economic development, business recruitment and tourism visits, and contributes to asthma and other health ailments; and

**WHEREAS**, nearly 1 in 10 Utah adults suffer from asthma and struggle to breathe during poor air quality days; and

**WHEREAS**, nearly 57% of Utah adults are overweight, approximately 200,000 Utahns have diabetes, and diabetes and obesity related health care costs in Utah exceed \$1 billion; and

**WHEREAS**, investing in safe and connected trails, bike lanes, sidewalks, and multi-use paths will encourage Utahns to be more active, spend more time with their families via active transportation, and result in improved personal and community health; and

**WHEREAS**, the current motor fuel tax of 24.5 cents and 1% local option sales tax are insufficient to satisfy current and future transportation needs; and

**WHEREAS**, Utah has led the nation in creating an Unified Transportation Plan to address these comprehensive transportation and quality of life issues and the City now asks the State

and local governments to work together to find comprehensive funding solutions that will address transportation, economic development, air quality, and health needs.

**THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PLEASANT VIEW CITY, UTAH:**

**SECTION 1. Comprehensive Transportation Funding.** The City Council supports proposals which meet comprehensive local transportation needs, promote the Unified Transportation Plan, and provide for future growth. The City supports studying a transportation funding option which would allow for the statewide implementation of a quarter cent (\$0.0025) local options sales tax to be used for transportation. The City also supports studying motor fuel taxes, "B and C" road funding, and other transportation funding options. Motor fuel taxes are not equitably borne by road users with the advent of higher MPG vehicles, electric and hybrid vehicles, and other fuel-saving technologies. Additionally, since the motor fuel tax has not been adjusted since 1997 and is not indexed, the current purchasing power is inadequate. The City requests the Utah Legislature to carefully examine all funding options.

**SECTION 2. Comprehensive Transportation Options.** The City supports the expansion of the uses for which transportation funding can be spent to reflect the individual needs and discretion of local governments. Transportation, air quality, and public health can be enhanced when active transportation and transit are eligible for transportation funding. Examples of items that could be eligible may include trails, bike lanes, sidewalks, safety equipment, traffic calming, signage, and lighting. Investment in active transportation options will encourage residents to travel via walking, biking, and transit, result in a healthier population, reduced car emissions, decreased health care costs, and improved quality of life. The City supports additional funding mechanisms that will result in expanded active transportation infrastructure. The City also supports continued investment in public transit as outlined in Utah's Unified Transportation Plan. Transit can help relieve traffic, promote walkable communities, and improve air quality.

**SECTION 3. Coordinating Efforts.** The City encourages City staff to work with State elected officials, the Utah Transportation Coalition, and the Utah League of Cities and Towns.

**SECTION 4. Distribution of this Resolution.** A copy of this resolution shall be sent to the Governor, the President of the Utah State Senate, the Speaker of the Utah House of Representatives, the municipality's State Senators and State House Representatives, and the Executive Director of the Utah League of Cities and Towns.

**SECTION 5. Effective Date.** This Resolution shall become effective upon passage.

**APPROVED BY THE CITY COUNCIL OF THE CITY OF PLEASANT VIEW CITY, UTAH, ON THIS 9th DAY OF December, 2014 BY THE FOLLOWING VOTE:**



	YES	NO	ABSTAIN	ABSENT
City Council Member Boehme	_____	_____	_____	_____
City Council Member Burns	_____	_____	_____	_____
City Council Member Gibson	_____	_____	_____	_____
City Council Member Humphreys	_____	_____	_____	_____
City Council Member Marker	_____	_____	_____	_____

Mayor: \_\_\_\_\_  
 Mayor Toby Mileski

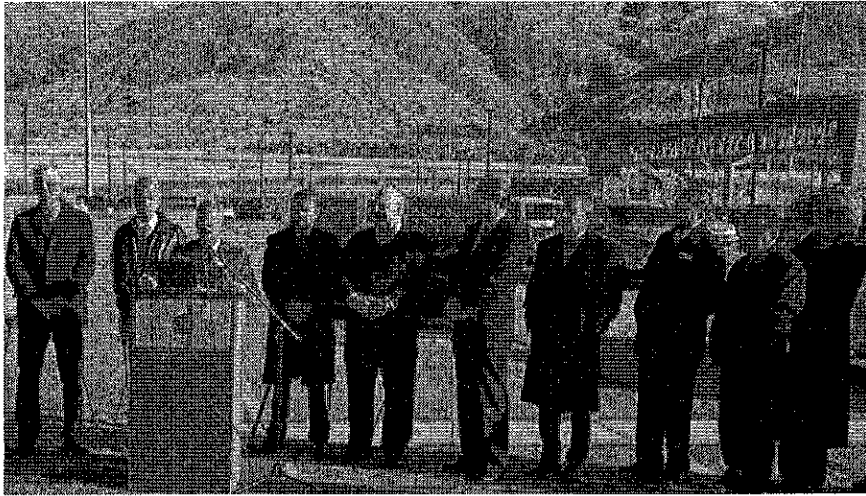
Attest: \_\_\_\_\_  
 City Recorder

Approved as to form:

\_\_\_\_\_  
 City Administrator

# Coalition wants more money for Utah transportation

MONDAY, NOVEMBER 17, 2014, BRYON SAXTON, MULTIMEDIA REPORTER



"Community leaders Monday morning launch a campaign to elevate the investment being made into...

FARMINGTON — The "economic driver" in Utah has been its ability to move people by foot, bike, vehicle, bus or train with little to no interruption, according to business leaders.

But with more people, comes the need for more dollars.

With the state's population projected to double by 2050, the Utah Transportation Coalition is launching an early public education campaign to "elevate" the investment that goes into transportation funding now and in the next legislative session set to begin in January.

On Monday, legislators, mayors, business leaders and county officials braved freezing temperatures in the parking lot at Station Park in Farmington to launch the campaign.

The campaign is intended to communicate the need and value of increased transportation funding, according to officials.

Through smart, sustainable transportation projects, the business-led coalition is working with the Utah League of Cities and Towns and the Association of Counties to address Utah's growing population, estimated to double by 2050, said Justin Jones, vice-president of Public Policy and Communications for the UTC.

Two Davis County dignitaries who spoke at Monday's campaign launch were state Sen. Stuart Adams, R-Layton, and Davis County Commissioner Bret Millburn.

"The key point is to make all segments aware that transportation is a key economic driver of how great we are," Millburn said, referring to the national recognition the state has received for having one of the most successful economies in the country.

Adequate funding for transportation systems will stimulate economic development in the area by conducting critical road maintenance to improve connectivity and accessibility throughout the region and develop sustainable transportation options to improve air quality, Jones said.

A solid transportation system also plays a role in determining “our quality of life,” Millburn said, where it can add to trail development for both bicycle and foot traffic.

On the other hand, not having a solid transportation system, can have an adverse affect on commerce, he said.

“It impacts everybody,” Millburn said of companies needing to be able to move their products to stores.

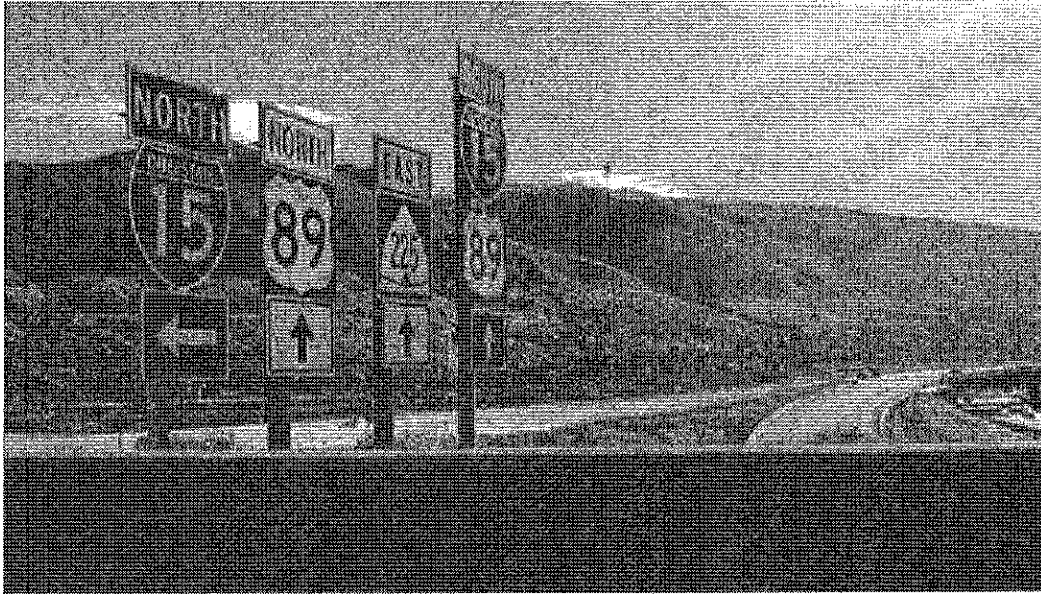
Utah heads the best states for business in 2014, according to Forbes Magazine’s Nov. 12 publication.

For more information about the Utah Transportation Coalition campaign email [jjones@slchamber.com](mailto:jjones@slchamber.com).

*Contact reporter Bryon Saxton at 801-625-4244 or [bsaxton@standard.net](mailto:bsaxton@standard.net). Follow him on Twitter at [@BryonSaxton](https://twitter.com/BryonSaxton).*

# Clearfield supports transportation coalition

SATURDAY, NOVEMBER 29, 2014, By ANTONE CLARK, Standard-Examiner correspondent



"Street signs along Park Lane in Farmington. The Utah Department of Transportation will start a...

**CLEARFIELD** — Citing a need to address rising transportation costs, city officials have opted to join the newly created Utah Transportation Coalition.

The city council voted 4-0 in a recent meeting to pledge \$1,000 to the coalition, which will be headed by the Salt Lake City Chamber of Commerce, and will play an advocacy role in addressing the transportation needs of the community and financial shortfalls in that push.

"This is going to be a hot topic with our Legislature. It will affect us profoundly here," City Manager Adam Lenhart said of the issue.

Legislators have wrestled with transportation funding for the past two sessions, given a projected shortfall in revenues versus needs, with proposals to potentially raise the gas tax, among other options. A state long-range plan has identified maintenance and road projects between 2014 and 2040, with an estimated shortfall of \$11 billion to meet those needs.

Clearfield becomes the second Davis County community to formally pledge support for the advocacy group. Layton pledged support for the group earlier this month.

# Ogden paying to join a transportation coalition

SATURDAY , NOVEMBER 22, 2014, Mitch Shaw, Multimedia Reporter

OGDEN — Ogden City thinks the current funding mechanism for transportation projects doesn't cover their needs and has subsequently joined a coalition asking the Legislature to replace what they say is an outdated model.

Ogden Chief Administrative Officer Mark Johnson said the city recently paid the \$3,000 membership fee to join the Utah Transportation Coalition, who along with the Utah League of Cities and Towns, has been spearheading a measure to find a replacement for the current transportation funding system.

Ogden says the state's fuel tax distribution no longer provides adequate funding for their expanding transportation demands and future growth. This has caused the city to rely more frequently on general fund money to pay for transportation matters, seizing the availability of those funds for other urgent city needs.

Fuel taxes provide most of the transportation dollars for state and local governments, but the city says higher miles-per-gallon vehicles, electric and hybrid vehicles and other fuel-saving technology means motorists now kick less money into the system. The fuel tax hasn't been adjusted since 1997 and it's not indexed, another factor that reduces the tax's effectiveness.

"We want the Legislature to look at the current model to see if additional funds can be raised," Janene Eller-Smith told the Ogden City Council during a Tuesday night study session. Later that evening, the council adopted a resolution backing the effort.

Specifically, the city supports studying a transportation funding option that would allow for the statewide implementation of a quarter cent local option sales tax that would be used for transportation. Johnson said the "local option" tag means individual cities would be able to choose whether or not to apply the tax, which would be added to all sales transactions within the city.

The city also supports studying the current fuel tax to identify strengths and weakness, continued investment in public transit and perhaps most importantly, considering the city is working on a large bicycle project master plan, expanding transportation options that can be covered with state funds to include things like trails, bicycle lanes, sidewalks safety equipment, signage, landscaping and lighting.

With Utah's population expected to grow 60 percent by the year 2040, Ogden officials say the city will be significantly impacted by growth. A diverse and functional transportation system will improve air quality, public health and increase opportunities for economic growth, which in turn will help city budgets through an increase in tax revenue, the city's resolution says.

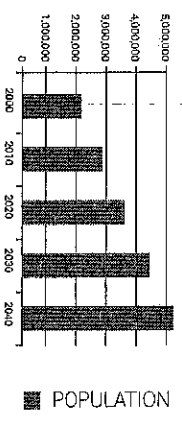
*Contact reporter Mitch Shaw at 801-625-4233 or [mishaw@standard.net](mailto:mishaw@standard.net). Follow him on Twitter at [@mitchshaw23](https://twitter.com/mitchshaw23).*

# UTAH TRANSPORTATION COALITION: What We Need to Keep Utah Moving

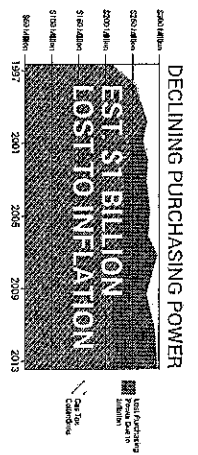
Utah's economy leads the nation. Yet, we risk our economic vitality as our transportation needs outpace current funding sources. A safe and efficient transportation system creates the foundation for a strong economy.

We face unprecedented growth, declining purchasing power, and deteriorating infrastructure. Creation and maintenance of infrastructure is a core responsibility of government. Utah's elected officials need to exhibit economic leadership and fiscal responsibility to invest in transportation.

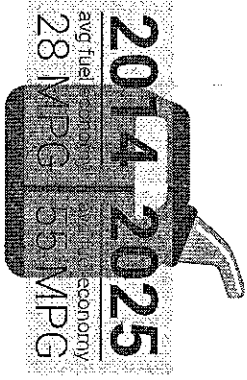
Meanwhile Utah's Unified Transportation Plan has become a national model for planning. Investing in the plan will benefit all Utahns by bolstering our economy, air quality, safety and quality of life. We've done the planning, let's do the implementing.



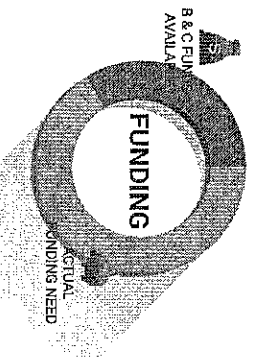
Utah will continue to grow, which could mean more time in traffic and less time with our families. Unless we prepare for the future now, investment in transportation will determine whether growth grids us or ensures continued prosperity.



Buying Power Hit by Inflation  
 While inflation has continued to rise, the gas tax rate has stayed the same. Meanwhile, some maintenance costs have risen as much as 300 percent. Utah's transportation needs are growing, but inflation is eating away at our purchasing power.



Gas Tax Revenue is Down  
 Cars are more fuel efficient than ever, so our gas-tax revenue doesn't reach as far as it once did.



Local Government Lacking Funds  
 Inflation, growth and the effects of aging are outpacing city and county governments' ability to maintain and invest in critical infrastructure. Meanwhile, citizens want more options in bike lanes, trails, sidewalks and transit.



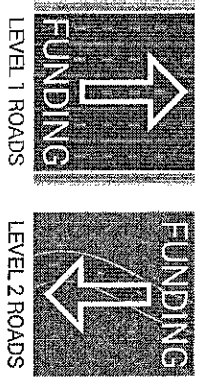
## MAKING INVESTMENTS FOR CLEANER AIR

Could reduce 344,000 TONS of emissions

### Providing Transportation Options

Utah has a great rail backbone, but the transit system lacks connectivity, hours of service and fare integration. Sidewalks, trails and bike paths likewise lack connectivity. Adequate funding could make healthy transportation options more convenient and easy to use.

## FUNDING FROM 2009-2018



Ensuring All Our Roads are Well Maintained  
 With limited funding, the focus is typically given to major roadways, leaving rural roads and communities without adequate funding.

### Now is The Time To Help

To optimize value for the dollar, we need to plan for funding now. Delaying transportation investments will only increase costs in the long run. Every dollar invested in road maintenance today saves \$3 in the future.  
 Transportation in Utah is about so much more than getting from point A to point B. It is about the quality of life and everything from the air we breathe to the future economy. It is a part of our state is affected by it. We need your support to ensure that living here is safe and sustainable. Transportation choices available to them and that can only happen through smart and sustainable transportation funding.

## SPENDING MORE THAN \$84.8 BILLION

HOUSEHOLDS BUSINESSES

### Fiscal Responsibility is a Two-Way Street

Implementing the Unified Transportation Plan will save Utah's households and businesses through reduced congestion and reduced operating costs, and improved reliability, safety and air quality. And \$1 invested in transportation will yield \$1.94 in future value for the taxpayer.

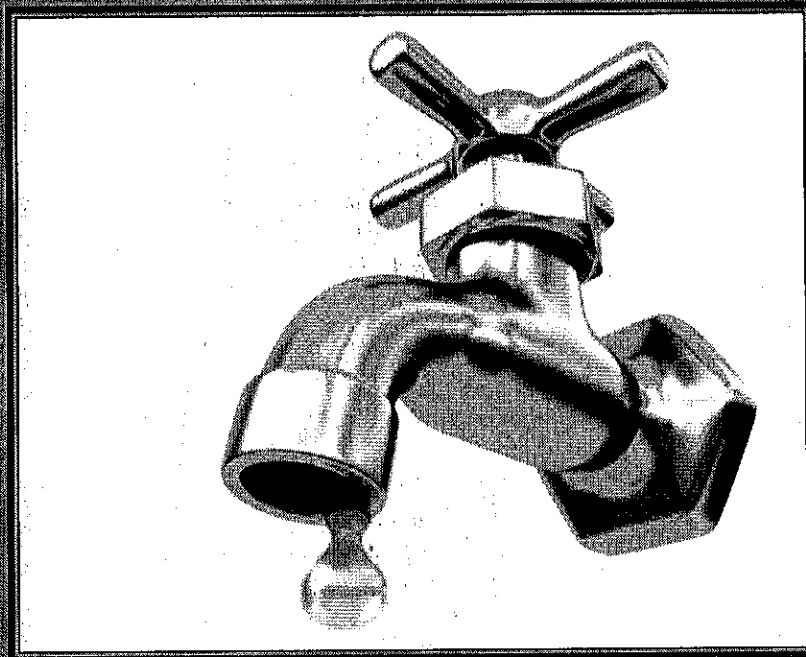
## 584 OF UTAH'S BRIDGES ARE 50 YEARS OLD & DUE FOR REPLACEMENT

Bridges Aren't Holding Up Great Either  
 Bridges throughout Utah are due for replacement, and many will soon need rehabilitation. Plan and simple. Utah's bridges need funding.



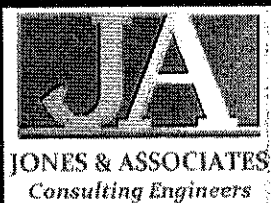
# PLEASANT VIEW CITY

## *Water Conservation Plan*

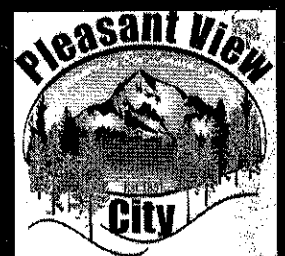


*Prepared by*

**JONES & ASSOCIATES**  
*Consulting Engineers*



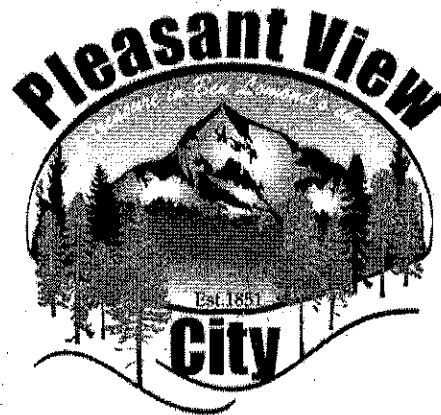
November 2014



# **WATER CONSERVATION PLAN**

for

**Pleasant View City Corporation**



**November 2014 Edition**

Prepared by:

**JONES AND ASSOCIATES**  
Consulting Engineers

1716 E 5600 S  
South Ogden, UT 84403



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& CITY COUNCIL MEETING MINUTES

APPENDIX C – WATER CONSERVATION RESOURCES

## **1.0 - INTRODUCTION**

In response to the rapid growth occurring throughout the state of Utah, Pleasant View City citizens and leaders are becoming concerned for the future cost and availability of the water supply. A similar concern has been demonstrated by the state legislature in the Water Conservation Plan Act (House Bill 153) passed and revised in the 1999 legislative session (Section 73-10-32 Utah Code Annotated). This water conservation plan is written to address the concerns of leaders and citizens of both Pleasant View City and the State of Utah.

## **2.0 - DESCRIPTION OF PLEASANT VIEW CITY AND ITS WATER SYSTEM**

Pleasant View City currently provides culinary water to approximately 8,571 residents through 2,258 connections. A further breakdown of the specific types of existing connections (e.g., commercial, industrial, institutional, etc.) is not available. Land use within the city is primarily residential with some agricultural and commercial uses. Pleasant View's vision for future land use remains primarily residential, but with additional commercial development. This water is intended for indoor or sanitary uses. Pleasant View City does not allow irrigation use on its culinary water system with the exception of a private development called Pole Patch on the north bench. All other irrigation is provided from other sources; mainly Pineview Water. There is approximately 30 homes which currently use Pleasant View City for outdoor irrigation.

Pleasant View City water serves the current city boundaries and eventually will serve areas identified for future annexation. It should be noted that the area west of Highway 89 historically has been serviced by Pleasant View City with a 10" water main. This section of line includes two fire hydrants and four individual water service meters. Pleasant View City has conveyed this small portion of the city which is west of Highway 89, to Bona Vista Water District.

Pleasant View City residents and leaders place a high value on parks and open space. Consequently, more than 86 acres of land in the city have been set aside as parks and open space. Golf courses, schools, and churches occupy approximately another 162 acres. As of June 2013, Pleasant View still has approximately 2,116 acres of undeveloped land. Much of the vacant land is either not irrigated at all or is serviced by secondary water suppliers for agricultural purposes.

Pleasant View City has experienced higher than average growth within the last decade. This growth is causing changes in the way the land within the city limits is being utilized and straining the ability of the present water supply system to meet the demands. Through careful planning and efficient utilization of available water supplies these increased needs can be met.

## **2.1 - INVENTORY OF WATER RESOURCES**

Over the past five years (2009-2013) Pleasant View City has used an average of 791.4 acre-feet of water annually. Pleasant View City produces all of its water from nearby wells and springs located along the foothills of the city. No additional water is purchased from other sources. This

has supplied all the water required to meet the demands on the culinary water system which services only indoor water uses through the majority of the city. Potable water for future city residents will, for the most part come from new wells.

The city owns and maintains all the culinary water storage and distribution facilities needed to serve its customers. These include pump lines, transmission lines and distribution lines of various sizes, six storage reservoirs, booster stations and chlorine treatment facilities.

The State Administrative Rules for Public Drinking Water Systems require that each system be able to provide a full year's supply of water, also known as the yearly demand. This includes a sufficient allocation of water (water rights) to serve its constituents. The city's water rights limit the amount of water that can be used to meet system needs. Consequently, the city measures and records the amount of water diverted and reports back to the Division of Water Rights. The Division of Water Rights ensures that water resources are appropriated and managed judiciously. In order to meet the yearly culinary water demand, the city has two main springs (Alder Creek and Little Missouri) and three developed wells (Mac Wade, Alder Creek, and Jessie Creek). There is also one additional well that is planned for construction in the Spring of 2015. The following table shows the water rights associated with these sources. Two additional sources are also listed (Three Springs and Big Hollow Springs) – these sources are not currently connected to the culinary water system.

**TABLE 1 - Summary of City-Owned Water Rights and Peak Day Supply**

<b>Springs on Culinary Water System</b>					
<b>Name of Source</b>	<b>WR#</b>	<b>Estimated Peak Flow</b>	<b>Water Right Limit</b>		<b>Status</b>
		(cfs)	(ac-ft)	(cfs)	
Alder Creek Springs*	35-284, a23833	0.38	223.63	0.499	Certificated
	35-7069 a26329		296.07	1.16	Certificated
Little Missouri	35-7054 a26329	0.06	-	0.58	Decreed
<b>Wells on Culinary Water System</b>					
<b>Name of Source</b>	<b>WR#</b>	<b>Estimated Peak Flow</b>	<b>Water Right Limit</b>		<b>Status</b>
		(cfs)	(ac-ft)	(cfs)	
Mac Wade Well*	35-1172	0.78	550.80	2.03	Approved
Jessie Creek Well	35-4429	0.67	2,172.00	3.00	Approved
Alder Creek Well**	35-4430	0.27	528.52	0.73	Certificated
<b>Totals for Springs and Wells:</b>		<b>2.16</b>	<b>3771.02</b>	<b>7.999</b>	

Other Sources				
Name of Source	WR#	Water Right Limit		Status
		(ac-ft)	(cfs)	
Big Hollow Springs	35-7070 a26329	Supplemental to Alder Creek & Little Missouri Springs		Decreed
Three Springs*	35-4429	40.14	0.238	Approved

\* Depletion limit is shown rather than the diversion limit

\*\* Diversion limit assumed from give flow rate

## 2.2 - WATER BUDGETS

Table 4 shows the water budget for the city for the years of 2009 to 2013.

**TABLE 2 – Water Budget**

Year	INFLOW	OUTFLOW								% Diff.
	Total (AF)	Res	Com	Ind	Ins	Whole- sale	Other Uses	Un- metered	Total (AF)	
2009	775.2	776.9	0	0	0	0	0	0	776.9	0.2
2010	824.5	787.9	0	0	0	0	0	0	787.9	-4.4
2011	808.6	808.7	0	0	0	0	0	0	808.7	0.0
2012	865.6	865.4	0	0	0	0	0	0	865.4	0.0
2013	718.1	718.0	0	0	0	0	0	0	718.0	0.0

The data shown on Table 2 shows that lost and accounted for water within the city's culinary water system is very low. This low amount of losses in the system is a good sign, it should be noted that the data may be somewhat inaccurate. For instance the data reported in 2009 indicates that the amount of outflow was greater than the inflow. The amount of lost and unaccounted for water in the system likely is higher than the amounts reported. The water losses likely come from fire hydrant use, residential meter errors, and system leaks. One of the goals that will be addressed later in this water conservation plan will be to perform a system audit and make a better accounting of the water use data in the future.

The water use data reported in Table 2 was obtained from the water use data which is submitted yearly to the State of Utah Division of Water Rights through The Utah Water Use Program. The Utah Water Use Program is a cooperative effort administered by the US Geological Survey and the Utah Divisions of Water Resources, Drinking Water, and Water Rights. The purpose of the program is to collect and compile water use and water diversion data from public water suppliers throughout the state of Utah. These data are used by the above listed agencies for various purposes which include water resource studies and water management policy development. Additionally, this information has proved invaluable to consultants, engineers, attorneys, and

others interested in quantification of water supply system characteristics and total water diverted and placed to use.

Water use data is gathered through an annual survey conducted by the Division of Water Rights. A water use data form is mailed in the first week of January of each year to public water supply companies capable of diverting significant quantities of water. The data form calls for the monthly diversions from each source operated by the respective water supplier and the purposes for which that water was used during the previous calendar year. In many cases the data submitted by water suppliers are estimated and the reliability of these data is unknown.

### **2.3 - PRESENT WATER USE AND FUTURE WATER NEEDS**

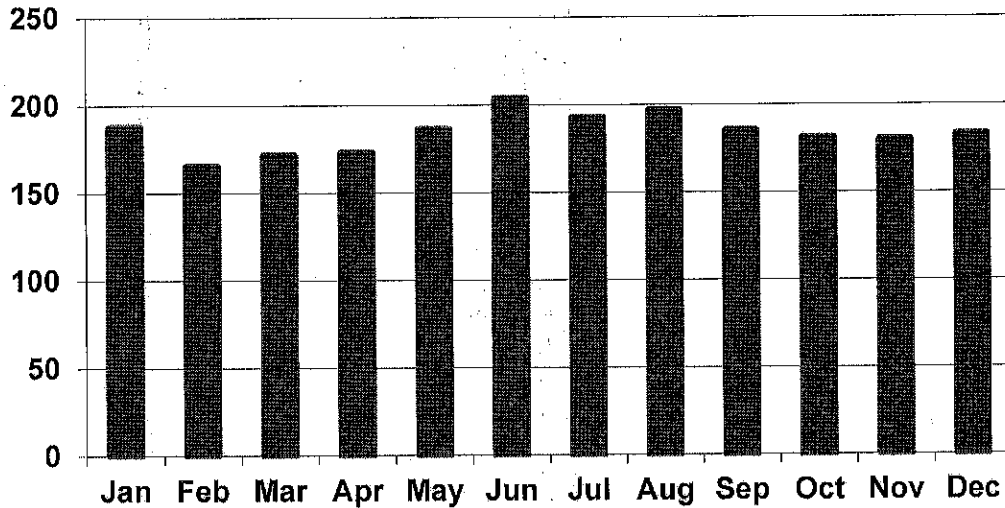
When the total amount water used is compared with the number of people living in Pleasant View City from the years 2010-2013, residents used on average 86 gallons of water per capita per day (gpcd). In 2012 (a year with higher overall water use within the city) residents used approximately 93 gpcd. In 2013 (a year with low overall water use within the city) residents used approximately 75 gpcd. This water is mainly indoors due to the fact that secondary water is available from other sources. This is compared to the statewide average of 185 gpcd for potable water. It is clear that the daily water use for Pleasant View City is below the statewide average. This can be attributed to the fact that Pleasant View City requires the use of secondary water for outdoor uses and has begun promoting water conservation practices.

The 2009 Water Conservation Plan reported that Pleasant View City residents used approximately 95 gpcd. Using the four year average from 2010-2013 (86 gpcd) for comparison, residents in Pleasant View City have reduced their per capita water use approximately 9.5% since 2009. The reduction in water use over time shows residents are becoming more conscientious of their water use and the conservation practices the city has implemented are working.

The goal going forward is to reduce the average water use of 86 gpcd by 7% to 80 gpcd by the year 2019. This goal will be measured using the water use data submitted to the Utah Division of Water Rights on an annual basis. It is estimated that in the next five years the city will need, on an annual basis, approximately an additional 236 acre-feet of water to meet the needs of development. If water use is reduced by 7% this would equate to 16.5 acre-feet of water that could be delayed by implementing water conservation programs and practices. This could save the city \$6,187.50 annually (16.5 acre-feet \* \$375.00 per acre-foot). Any financial estimates made within this study will assume that water costs \$375.00 per acre-foot to develop and deliver to users (this is an estimate of cost based on similar communities cost for water).

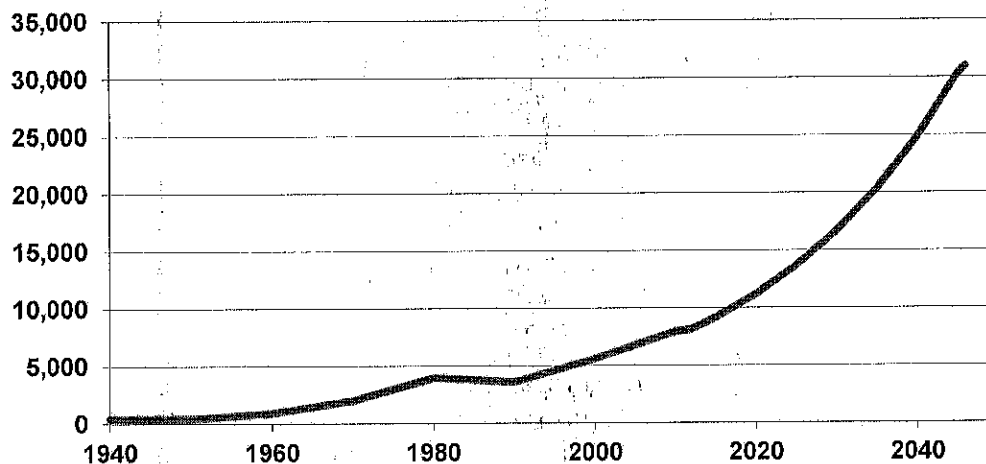
The total monthly water use for 2013 is shown in the following figure. It is interesting to note that the large peak typically seen in the summer months is not as prominent as would be expected. This can be attributed to the use of secondary water for outdoor needs within Pleasant View City boundaries.

### 2013 Monthly Water Use (AF)



The extent of the city's expected future population growth through the year 2046 (build-out) is shown in the following figure. At its present size (approx. 8,571 people) Pleasant View City is less than one-third of its potential size at build-out (approx. 31,000 in people). Many factors influence this projection, and the estimates shown may vary substantially from the actual population experienced.

### Pleasant View City Population Projection



In a recent study completed by the City Engineer in June 2013 titled "Water Rights Planning Report" it was determined that Pleasant View City has sufficient water rights to provide service to its existing customers, there is a need for additional water rights to service future customers. In addition, additional source capacity will be needed in order to meet the future demands placed on the drinking water system.

The previously mentioned study also indicated that build-out is estimated to take place around the year 2046. The future growth rate was estimated based on growth for the last 20 years. Hook-up and connection records indicate that the city has grown at an average yearly rate of 4.06 percent since 1993. The following table is an estimate of the amount of water needed for build-out conditions.

**TABLE 3 – Future Water Supply Needs**

Year	Population	ERCs	Connections	Required Yearly Supply		Required Peak Day Demand	
				Million Gal.	Ac-ft	MGD	cfs
2015	9,184	2,383	2,220	348	1,068	1.91	2.96
2020	11,205	2,908	2,709	425	1,304	2.33	3.61
2025	13,672	3,548	3,305	518	1,590	2.83	4.38
2030	16,683	4,329	4,033	632	1,940	3.46	5.35
2035	20,356	5,282	4,920	771	2,366	4.23	6.54
2040	24,837	6,446	6,004	941	2,888	5.16	7.98
2045	30,306	7,865	7,325	1,148	3,523	6.29	9.73
2046	31,000	8,105	7,565	1,183	3,632	6.48	10.03

\*ERCs account for single connections that have more or less impact than a typical residence.

The data contained in Table 3 was generated according to the state rules for drinking water systems. The State of Utah requires each system to provide 146,000 gallons (0.45 ac-ft) of water yearly per ERC. With the assumed future growth rate, the city will need a yearly culinary water supply of 3,632 acre-feet. Every water system must also be able to produce water sufficient to meet the demand on the day of highest water consumption. This is known as peak day use. Once reached, this peak demand may continue for several weeks. The state rules for drinking water systems require that systems provide 800 gallons of water per ERC to meet the peak day demand. From the growth data we estimate that the city will require about 6.48 million gallons of culinary water production during peak day demand period. This equates to a flow of 10.03 cfs.

The following table summarizes the city's water right needs in order to meet the future growth as outlined in Table 4. It indicates that the city will need to acquire additional water to meet the estimated peak day flows. The annual diversion and depletion limit of 3,771.02 acre-feet should be sufficient to meet the expected 3,632 acre-feet projected in this report. However, typical system losses and inefficiencies can create additional demand on the system.

**TABLE 4 – Water Rights Needed for Future Growth**

<b>Certificated/ Decreed</b>	<b>Non- Certificated</b>	<b>Available Water Right</b>	<b>Projected Future Need</b>	<b>Difference (shortage)</b>
2.969 cfs	5.03 cfs	7.999 cfs	10.03 cfs	<b>2.031 cfs</b>



### **3.0 - WATER PROBLEMS, CONSERVATION MEASURES AND GOALS**

#### **3.1 - PROBLEMS IDENTIFIED**

In order to identify current water problems conservation measures and goals members of the Pleasant View City Public Works Department have compiled the listed items in this section. The following is a list of problems in the current water system.

- Leaks in a water system are always a concern and are a financial burden because they must be paid for directly by the city or by the billing of residents and businesses.
- Meters are providing inaccurate data due to age and obsolescence. Many meters have been in service longer than their service life and need to be replaced.
- Information has been distributed to citizens through the city newsletter for better understanding of efficient water-use habits and practices, however, incentives have not been initiated for such conservation. Most citizens' water conservation practices are based on convenience rather than water supply considerations.
- While secondary water is provided through the summer months, because of low pressure some residents supplement irrigation needs with culinary water. Also, before the secondary water is available in the spring and after it is shut off in the fall, residents will supplement irrigation needs with culinary water.
- It appears from the data submitted to the Division of Water Rights that lost and accounted for water within the city's culinary water system is very low. This low amount of losses in the system is a good sign, it should be noted that the data may be somewhat inaccurate. For instance the data reported in 2009 indicates that the amount of outflow was greater than the inflow. A system audit should be performed to better account for actual water use in the future.

Each of the previous problems represents an opportunity to make changes and refine conservation measures. There are opportunities to prepare a new generation of water-wise users. This can be accomplished with by educating city staff, city residents, businesses, and by implementing a strong sustained water education program in the public and private schools.

#### **3.2 - WATER CONSERVATION GOALS**

In pursuit of solutions to the problems identified previously, and in light of the variety of conservation measures available to solve these problems, the following goals have been identified:

- **GOAL #1 – Reduce water use 7% to 80 gpcd by 2019.** The current per capita water use per day of 86 is below the statewide average and is an improvement based on water use in previous years. Measures should be taken to reduce water use even further to 80 gpcd. The savings will be measured in acre-feet and will be analyzed every five years by using the data that is submitted to the Division of Water Rights.
- **GOAL #2 – Maintain a financially viable water system.** The water pricing system should encourage customers to reduce their usage without creating a revenue shortfall. This has ensured the water system is financially viable; this also encourages water conservation practices. Water rates should take account for the true cost of water and also encourage water conservation within the city. The current water rates are set with a base rate and then they are tiered with rates that get more expensive as additional water is used. The city will look at revising water rates periodically. Specifically, the water rate structure for schools and other approved non-secondary water users will be evaluated to determine whether they properly encourage water conservation.
- **GOAL #3 – Infrastructure upgrades and replacement.** During the next five year period complete projects identified in the city's Capital Facilities Plan. This goal will help ensure that older infrastructure is replaced with newer improvements and thus help reduce lost and unaccounted for water.
- **GOAL #4 – System audit and leak detection and repair program.** During the next five year time period the city will perform a system audit to determine where errors and inaccuracies within the water system are located. By doing this it will allow the city to evaluate how much water is being used and in what areas they can conserve and gather better data. The city will continue to implement a leak detection program in order to discover leaks in the distribution system. The leak detection program will aim to inspect locations with suspected leaky water pipes as well as locations within the city with older infrastructure. Repairs will be on an as needed basis and as funds permit.

#### **4.0 - CURRENT CONSERVATION PRACTICES**

In order to solve the problems identified above and take advantage of the many associated opportunities, specific water conservation measures must be identified and evaluated. Pleasant View City places a high value on the conservation of water and is already practicing the following:

1. The city currently provides regular information to residents and educates them on wise watering practices. The city participates in a yearly water fair with Weber County that educates the school aged children. This method of water conservation education encourages residents to take responsibility for their water use.
2. Pleasant View City maintains memberships in supporting organizations such as American Water Works Association and The Rural Water Association that educate our personnel and keep up to date on source protection, public education and current regulations.
3. Where possible all areas in the city use secondary for outdoor irrigation thereby saving a significant amount of culinary water.
4. The city has a water rate structure that encourages water conservation by charging more per gallon for high water users. The new pricing and billing is adequate to cover expenses in the water enterprise account and is tiered so as to discourage excessive water use. Pleasant View City will consider additional water pricing and billing system updates as needed.
5. The vast majority of all culinary water connections within the city are metered.
6. The 2009 Water Conservation Plan was adopted by the City Council. The City Council also adopted a water conservation ordinance (Ordinance 2010-3). The adoption of the water conservation plan and ordinance has helped the city administrators focus more on water conservation issues and has been successful.

## 5.0 - CURRENT WATER RATES

The following table outlines the water rates for different users within the city. This tiered water rate structure assesses excessive water users at an increased rate and has helped to encourage water conservation throughout the city.

**TABLE 5 – Water Rate Schedules**

2014 Standard Rates:			
		Base Fee	\$15.00
	Gallons of water consumed (Rounded to the nearest 1,000 Gallons)		Cost per block of water consumed
			\$/1,000 Gal
Tier #1	0	6,000	\$1.25
Tier #2	6,001	12,000	\$2.25
Tier #3	12,001	20,000	\$3.25
Tier #4	20,001	84,000	\$4.25
Tier #5	84,001+		\$7.00

2014 School Rates:			
		Base Fee	\$15.00
	Gallons of water consumed (Rounded to the nearest 1,000 Gallons)		Cost per block of water consumed
			\$/1,000 Gal
Tier #1	0	30,000	\$2.50
Tier #2	30,001	250,000	\$3.20
Tier #3	250,000+		\$3.50

2014 Approved Non-Secondary Water User Rates:			
		Base Fee	\$15.00
	Gallons of water consumed (Rounded to the nearest 1,000 Gallons)		Cost per block of water consumed
			\$/1,000 Gal
Tier #1	0	6,000	\$1.25
Tier #2	6,001	84,000	\$2.25
Tier #3	84,001+		\$7.00

## **6.0 - ADDITIONAL CONSERVATION MEASURES**

In order to effectively meet our city's future water needs and solve the water problems identified, additional and more specific water conservation measures will be required. Some of these measures have been implemented, some are in the process of being implemented and others are to be considered for the future. These include completing a comprehensive water conservation plan (this document), updating the current water conservation ordinance, conducting water audits, leak detection and repair, and school education programs.

### **Comprehensive water conservation plans**

- Continue to develop a water management and conservation plan as required by law, and submit to the Utah Division of Water Resources.
- Develop and submit a water conservation plan which is adopted by the city every five years.

### **Incentive water conservation pricing**

- Implement a water pricing policy that promotes water conservation. This has been a very effective measure over the past five years to promote water conservation. The water rates will be evaluated periodically to determine the need for additional pricing updates.

### **School education programs**

- Continue to support the Weber County Water Fair for the elementary school students. Look for additional opportunities to participate in public education.

### **Update metering infrastructure**

- Continually work to ensure that meters are installed on all residential, commercial, institutional, and industrial water connections. Over time, all meters become less accurate in recording actual flows. This leads to lost revenue to the city and inaccurate data. Existing meter will be maintained and replaced on an as needed basis. All metering will be done at the most specific level possible.

### **Water Conservation Contingency Plan**

It is recommended that the City consider implementing a "Water Conservation Contingency Plan", which spells out climate and political realities related to water use during drought or other water supply shortages. A sample plan is as follows:

#### Level 1 - Normal Years

- Initiate voluntary public conservation measures
- Issue information to all customers on conservation procedures each can accomplish around their homes and properties.
- Eliminate watering on city property from 8 a.m. to 8 p.m. if using culinary water.

#### Level 2 - 75% of Normal

- Cut back on watering of city property.
- Educate the public on the water supply decreases.
- Initiate mandatory public conservation measures.
- Enforce outside watering restrictions including watering times and if using culinary water.

#### Level 3 - 50% of Normal

- Strictly enforce all conservation policies with significant fines for non-compliance.
- Physically restrict water supplies where possible at non-essential areas such as Parks.

### **Water Education Program**

The following information on efficient outdoor and indoor water use is available to the citizens of our city through the city and county libraries and is occasionally disseminated with the water bill.

#### Outdoor Water Use:

- Water landscape only as much as required by the type of landscape, and the specific weather patterns of your area, including cutting back on watering times in the spring and fall. We encourage our customers to utilize the weekly lawn watering guide located at [www.conservewater.utah.gov](http://www.conservewater.utah.gov).
- Group plants in terms of water need, and zone sprinkler systems accordingly.
- Encourage customers to alter parking strips by allowing more water-wise plantings.
- Do not water on hot, sunny, and/or windy days. You may actually end up doing more harm than good to your landscape, as well as wasting a significant amount of water.
- Sweep sidewalks and driveways instead of using the hose to clean them off.
- Wash your car from a bucket of soapy (biodegradable) water and rinse while parked on or near the grass or landscape so that all the water running off goes to beneficial use instead of running down the gutter to waste.
- Check for and repair leaks in all pipes, hoses, faucets, couplings, valves, etc. Verify there are no leaks by turning everything off and checking your water meter

to see if it is still running. Some underground leaks may not be visible due to draining off into storm drains, ditches, or traveling outside your property.

- Use mulch around trees and shrubs, as well as in your garden to retain as much moisture as possible. Areas with drip systems will use much less water, particularly during hot, dry and windy conditions.
- Keep your lawn well-trimmed and all other landscaped areas free of weeds to reduce overall water needs of your yard.

#### Indoor Water Use:

- Do not use your toilet as a waste basket. Put all tissues, wrappers, cigarette butts, etc. in the trash can.
- Check the toilet for leaks. Is the water level too high? Put a few drops of food coloring in the tank. If the bowl water becomes colored without flushing, there is a leak. For those who do not have a low volume flush toilet, put a plastic bottle full of sand and water in the tank to reduce the amount of water used per flush. However, be careful not to over conserve to the point of having to flush twice to make the toilet work. Also be sure the containers used do not interfere with the flushing mechanism.
- Take short showers with the water turned up only as much as is necessary. Turn the shower off while soaping up or shampooing. Install low flow shower heads and/or other flow restriction devices.
- Do not let the water run while shaving or brushing our teeth. Fill the sink or a glass instead.
- When doing laundry, make sure you always wash a full load or adjust the water level appropriately if your machine will do that. Most machines use 40 gallons or more for each load, whether it is two socks or a week's worth of clothes.
- Repair any leak within the household. Even a minor slow drip can waste up to 15 to 20 gallons of water a day.
- Know where your main shutoff valve is and make sure that it works. Shutting the water off yourself when a pipe breaks or a leak occurs will not only save water, but also eliminate or minimize damage to your personal property.
- Keep a jar of water in the refrigerator for a cold drink instead of running the water until it gets cold from the tap. You are putting several glasses of water down the drain for the one cold drink.
- When rinsing vegetables, dishes, or anything else, put the stopper in the sink and use only a sink full of water instead of continually running water down the drain.

## 7.0 - COST BENEFIT ANALYSIS

It is difficult to estimate all the water saved and the actual benefits of water conservation practices. The following analysis will attempt to estimate the amount of water saved by each conservation goal, the associated cost savings or expense to the city as well as any other benefit of meeting the proposed goals.

**Goal #1:** Reduce water use 7% to 80 gpcd by 2019.

**Capital costs to city:** \$0.00

**Annual costs to city:** \$0.00

**Avoided annual costs:** \$21,000.00\*

**Benefit:** Delays the need for additional water sources.

\*This assumes the cost to develop and deliver water is \$375.00 per acre-foot and that infrastructure for an additional 56 acre-feet of water don't need to be built immediately. (average annual use from 2010-2013 = 795 acre-feet,  $795 * 0.07 \approx 56$  acre-feet,  $56 \text{ acre-feet} * \$375 \text{ per acre-foot} = \$21,000$ )

**Goal #2:** Maintain a financially viable water system.

**Capital costs to city:** \$0.00

**Annual costs to city:** \$0.00

**Avoided annual costs:** \$0.00

**Benefit:** This costs associated with this goal are very difficult to quantify but the benefits to the city are numerous. By updating water rates the city ensures it has a financially viable water system and is able to promote and pay for water conservation practices. The tiered water rates in the water rate schedule have contributed to the reduction of water use within Pleasant View City.

**Goal #3:** Infrastructure Upgrades and Replacement.

**Capital costs to city:** \$0.00

**Annual costs to city:** \$0.00

**Avoided annual costs:** \$0.00

**Benefit:** This costs associated with this goal are very difficult to quantify but the benefits to the city are numerous. By ensuring that older, leak prone, infrastructure is replaced in a timely manner with new improvements the city ensures that valuable water is not wasted.

**Goal #4:** System audit and leak detection and repair program.

**Capital costs to city:** \$7,500.00

**Annual costs to city:** \$500.00

**Avoided annual costs:** \$15,000.00

\*This assumes the cost to develop and deliver water is \$375.00 per acre-foot and that 5% of the losses in the system can be eliminated. (average annual use from 2010-2013 = 795 acre-feet,  $795 * 0.05 \approx 40$  acre-feet,  $40 \text{ acre-feet} * \$375 \text{ per acre-foot} = \$15,000$ )



**Benefit:** By reducing the existing system leaks the valuable water has been paid for can be delivered to the city's customers and less water will be wasted.

The cost of these goals over a five year period would be approximately \$10,000.00. The avoided costs of these two goals over five years would be approximately \$53,350.00. The net benefit of these goals to Pleasant View City would be \$180,000.00 over a five year period.

## **8.0 - IMPLEMENTING AND UPDATING THE WATER CONSERVATION PLAN**

To ensure the goals outlined previously are reached, appropriate tasks must be determined, responsibility fixed with the logical person or department, and a time line set for completion of each task. At the present time Pleasant View City does not have a Water Conservation Coordinator on staff. The responsibilities of the Water Conservation Coordinator will be assigned to the Water System Superintendent.

The water conservation plan should be reviewed and updated periodically. It is recommended that the plan be reviewed by the City Engineer, Public Works Director, Water System Superintendent and the City Manager on an annual basis to determine if an update is necessary. Factors that should be considered in the annual review include development trends, progress toward conservation goals, water use trends, and the financial stability of the water utility. The Water Conservation Plan should be updated if significant changes to these factors are noted. An overall update of the water conservation plan is required at least every five years.

The Water Conservation Plan will be revised and updated as required to meet changing conditions and needs. This plan will be updated and submitted to the Utah Division of Water Resources every five years, as required by legislative House Bill 153. A resolution adopting this Water Conservation Plan is included in Appendix A.

## **APPENDIX A**

### **WATER CONSERVATION RESOLUTION – EXAMPLE 2014**

**RESOLUTION \_\_\_\_\_**

**Water Conservation Plan – November 2014 Edition**

**BE IT HEREBY RESOLVED**, by the City Council of Pleasant View City Corporation, State of Utah, as follows:

**WHEREAS**, Pleasant View City Corporation has a Water Conservation Plan (in accordance with U.C.A. 73-10-32) that establishes conservation planning efforts identifying water supply inventory for both present and future water requirements and establishes implementation procedures; and

**WHEREAS**, the City Engineers have reviewed and updated the Water Conservation Plan, and

**WHEREAS**, the City Council has reviewed the City Engineer's recommendations,

**NOW THEREFORE BE IT RESOLVED**, Pleasant View City Corporation hereby adopts the **Water Conservation Plan dated November 2014**, for the geographic city boundary. The plan was approved and recommended by Brandon K. Jones, City Engineer.

**PASSED AND ADOPTED** by the City Council of Pleasant View City Corporation on \_\_\_\_\_.

**APPROVED:**

\_\_\_\_\_  
Toby Mileski, Mayor

**ATTEST:**

\_\_\_\_\_  
Laurie Hellstrom, City Recorder

**APPENDIX B**

**EXISTING WATER CONSERVATION ORDINANCE  
& CITY COUNCIL MEETING MINUTES**



# Pleasant View City

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## January 12, 2010 CC Minutes

MINUTES OF THE REGULAR MEETING OF THE  
CITY COUNCIL OF PLEASANT VIEW CITY, UTAH



Phone Directory

Email Directory

Pleasant View City  
General Plan Update

January 12, 2010

The public meeting was held in the city office at 520 West Elberta Dr. in Pleasant View, Utah, commencing at 6:00 P.M.

MAYOR: Doug Clifford

COUNCILMEMBERS: Scott Boehme

Mae Ferguson

Tim Hjorten

Michael Humphreys

Todd Walker

STAFF: Bruce Talbot JJ Allen  
Laurie Heilstrom Scott Jackson

VISITORS: Jerry Burns Richard Lewis  
Mike Wiggill Troop 314  
Kerry Humphreys John Sutton  
Frank Maughan

Pledge of Allegiance: Troop 314

Opening Prayer, Reading or Expression of Thought: Todd Walker

Comments/Questions for the Mayor & Council for items not on the agenda.

Richard Lewis: I was elected chair of the Mosquito Abatement Board of Trustees.

Consent Items:

Motion was made by CM Hjorten to accept the minutes of December 8, 2009, the bills of Pleasant View City, and a business license to Nate Karras for an engineering business. 2<sup>nd</sup> by CM Ferguson. Voting aye: CM Boehme, CM Ferguson, CM Hjorten, CM Humphreys, and CM Walker. Motion passed.

CM Walker: I would like to see change orders.

Business:

1. Swear in the newly elected Mayor and Councilmembers.

Pat Lambert, Justice Court Judge, swore in Doug Clifford as Mayor and Scott Boehme and Mike Humphreys as City Councilmembers.

2. Confirm the date, time and place of Pleasant View City Council meetings for 2010 -- (2<sup>nd</sup> and 4<sup>th</sup> Tuesdays at 6:00 P.M. in the Pleasant view City Offices at 520 West Elberta Drive)

Motion was made by CM Boehme to confirm the date, time and place of Pleasant View City Council meetings for 2010 as the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays at 6:00 P.M. in the Pleasant view City Offices at 520 West Elberta Drive with the exception of November 23<sup>rd</sup> and December 22 as being canceled. 2<sup>nd</sup> by CM Humphreys. Voting aye: CM Boehme, CM Ferguson, CM Hjorten, CM Humphreys, and CM Walker. Motion passed.

3. Add the Associate City Administrator as a signer on the bank checks. (Presenter: Laurie Hellstrom)

Motion was made by CM Ferguson to assign JJ Allen as a co-signer on the Pleasant View City checks. 2<sup>nd</sup> by CM Boehme. Voting aye: CM Boehme, CM Ferguson, CM Hjorten, CM Humphreys, and CM Walker. Motion passed.

4. Public Hearing -- Adopt the Water Conservation Ordinance. (Presenter: JJ Allen)

Motion was made by CM Humphreys to go into a public hearing to adopt the Water Conservation Ordinance. 2<sup>nd</sup> by CM Hjorten. Voting aye: CM Boehme, CM Ferguson, CM Hjorten, CM Humphreys, and CM Walker. Motion passed.

JJ Allen: it is a State law requirement that we have a water conservation plan. This is an update. Our city engineer has performed the analysis and plan. We need to set some goals. I have highlighted goals and they are easy to accomplish. We also need to account for the system and keep the losses to a minimum. We need to adopt an ordinance. We also need to do public relations and public awareness. CM Boehme: do we participate in public awareness such as 'slow the flow' programs and do we pay into it? JJ Allen: we don't pay into the State's program. We may have some cost for pamphlets, etc. CM Ferguson: we are unable to account for 10% to 20%. Which one are we closer to? JJ Allen: we don't know. CM Humphreys: how do we account for large water main breaks? Mayor Clifford: it is difficult. JJ Allen: as meters age they become less accurate. We have discussed electronic meter readings as part of our Capital Improvement Program (CIP). CM Walker: why does the State regulate this? JJ Allen: it comes from the Water Conservation Board. The legislature goes back several years. Its first focus is if there is enough water for future growth. CM Hjorten: on page three it shows that Pleasant View City is conservative. We need to continue to encourage conservation. Mayor Clifford: in the State of California all outdoor irrigation will have to be based on water sensors which match the soil's need. CM Walker: can we dictate secondary water that we are not over? Mayor Clifford: we are talking about our parks with the water sensors. JJ Allen: those water sensors will be worked onto our CIP. Mayor Clifford: are the committee members appointed by the City Council? JJ Allen: you can amend that. The plan was printed before we caught that change. A committee is not required. References to the committee will be struck in the plan. Mayor Clifford: are there any comments from the public? CM Walker: is all the discussion on culinary water? Mayor Clifford: yes. Richard Lewis: this is citywide? Pole Patch is included in plan? Mayor Clifford: yes, in some areas of the city, secondary water is not available. CM Walker: I am concerned about the accuracy of the document. It doesn't mention culinary water being used for irrigation on a regular basis. It leads readers to believe there are no outside water users and it is not accurate. Mayor Clifford: it accounts for usage. JJ Allen: we will have the city engineer revise it. CM Humphreys: we also have construction meters. CM Walker: it needs to be written into the document. My main point is this document is deceptive. JJ Allen: it doesn't change the conclusions. John Sutton: the goal is 10% savings? JJ Allen: the goal is to get the unaccounted water loss to 10%. John Sutton: I agree with Todd Walker. There is an 80/20 rule in society. It could be 20% of the users accounting for 80% of the water use. Need to clarify Pole Patch and meet the loss target with Pole Patch. CM Hjorten: there are no targets in here yet. It doesn't say that the 95 gallons of water per capita per day is good or not. No further comments were made.

Motion was made by CM Hjorten to end the public hearing. 2<sup>nd</sup> by CM Hjorten. Voting aye: CM Boehme, CM Ferguson, CM Hjorten, CM Humphreys, and CM Walker. Motion passed.

Motion was made by CM Hjorten to continue the Water Conservation Plan adoption and address the culinary water usage for irrigation and remove the requirement for a committee. 2<sup>nd</sup> by CM Walker. Voting aye: CM Boehme, CM Ferguson, CM Hjorten, CM Humphreys, and CM Walker. Motion passed.

## 5. Natural Hazard Pre-Disaster Mitigation Plan Resolution. (Presenter: JJ Allen)

Mayor Clifford: we need to pass this resolution. If we have a disaster and no resolution then we are not eligible for help/FEMA monies. JJ Allen: most of the action items are headed by Weber County. It is all about minimizing disasters. Mayor Clifford: it can also lead to justification of zoning in sensitive areas. JJ Allen: It needs to be adopted by resolution.

Motion was made by CM Boehme to adopt by resolution the Natural Hazard Pre-Disaster Mitigation Plan (Resolution 2010-A). 2<sup>nd</sup> by CM Hjorten. Roll call vote. Voting aye: CM Boehme, CM Ferguson, CM Hjorten, CM Humphreys, and CM Walker. Motion passed.

## 6. Approve the construction of a police department security partition for the eastside of the building. (Presenter: Scott Jackson)

Scott Jackson: I am asking to install a partition funded out of the current police/court budgets. I have discussed this with the Mayor and staff. We have done minor things to improve or come in compliance with BCI (Bureau of Criminal Investigations). I have talked with Judge Pat Lambert and got his verbal support. CM Hjorten: it is not a bullet proof glass. Scott Jackson: we don't have the finances for bullet proof. We need to provide a physical barrier. CM Hjorten: why do we have breakable locks? I support what you are doing. The time may come to do the other side. JJ Allen: we need to balance customer service and the barrier. CM Walker: where is the money coming from? Scott Jackson: we will whittle down our existing budget. Mayor Clifford: you are not asking to amend the budget. CM Ferguson: why not three bids? Scott Jackson: because of the dollar amount we don't need bids. CM Walker: this is what I do in my business and the numbers are reasonable. Mae Ferguson: does the court have a budget? Scott Jackson: If they have a penny we could use we will take it. Scott Jackson: I feel that I can pull it out of my existing funds. JJ Allen: it is not a line item in the budget. Laurie Hallstrom: who will have access? Scott Jackson: anyone the city feels can come in. They will need to have a BCI check for access or come in with someone with access. CM Humphreys: where do interviews take place? Scott Jackson: in the interview room downstairs.

Motion was made by CM Humphreys to approve the BCI approved security partition and include a door funded through the police/court funds. 2<sup>nd</sup> by CM Boehme. Voting aye: CM Boehme, CM Ferguson, CM Hjorten, CM Humphreys, and CM Walker. Motion passed.

## 7. Clarify and amend parking on the streets during the snow season. (Presenter: JJ Allen)

JJ Allen: the way the current ordinance reads is not effective. The council reviewed the proposed ordinance. The definition of "in the event of a snowfall", added 24 hours after the conclusion of the storm, and added "towed at the owners expense".

Motion was made by CM Hjorten to adopt the parking on the streets restrictions during snow storms ordinance as amended (Ordinance 2010-1). 2<sup>nd</sup> by CM Ferguson. Roll call vote. Voting aye: CM Boehme, CM Ferguson, CM Hjorten, CM Humphreys, and CM Walker. Motion passed.

## 8. Planning Commission appointments. (Presenter: JJ Allen)

Mayor Clifford presented a handout with the Planning Commission's proposed new members and current members. Mayor Clifford proposed the following names as members to the Planning Commission:

Frank Maughan (for a 3-year term to the end of 2012),

Richard Christofferson (for a 4-year term to the end of 2013),

Richard Lewis (for a 4-year term to the end of 2013),

Alternate members:

Andy Nef (for a 3-year term to the end of 2013), and

Glen Ames (for a 3-year term to the end of 2013).

Motion was made by CM Hjorten to confirm the new appointments as presented. 2<sup>nd</sup> by CM Humphreys. Voting aye: CM Boehme, CM Ferguson, CM Hjorten, CM Humphreys, and CM Walker. Motion passed.



9. Create Personnel Appeal Board. (Presenter: JJ Allen)

JJ Allen: the Personnel Appeal Board proposal mirrors that in the Policy and Procedure Manual. State law requires the establishment of the board by ordinance.

Motion was made by CM Humphreys to accept the ordinance creating the Personnel Appeal Board (Ordinance 2010-2). 2<sup>nd</sup> by CM Boehme. Roll call vote. Voting aye: CM Boehme, CM Ferguson, CM Hjorten, CM Humphreys, and CM Walker. Motion passed.

10. Promote the Associate City Administrator to City Administrator. (Presenter: Doug Clifford)

Mayor Clifford: during the hiring process the title 'associate' was to provide a buffer of time for us to appreciate JJ in the roll and for him to prove himself. He has showed himself as an asset to the city. The term Associate City Administrator has little meaning outside of Pleasant View. It is time to put him in the roll as City Administrator. It is a change of title not salary. It will put him in a different class for salary range comparisons. CM Ferguson: is he over the police department? Mayor Clifford: I choose not to do that. We are just dropping the work 'associate'. CM Walker: will the written agreement need to be changed? JJ Allen: it will be cleaned up at the anniversary. CM Hjorten: the city needs a City Administrator not an Associate City Administrator. It is the need of the city, not the need of the person.

Motion was made by CM Hjorten to change the title from Associate City Administrator to City Administrator. 2<sup>nd</sup> by CM Ferguson. Voting aye: CM Boehme, CM Ferguson, CM Hjorten, CM Humphreys, and CM Walker. Motion passed.

Adjournment: 8:40 P.M.

Pleasant View City • 520 West Elberta Drive • Pleasant View, UT 84414 • Phone: 801-782-8529 • Fax: 801-782-0539

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# Pleasant View City

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## February 9, 2010

### MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF PLEASANT VIEW CITY, UTAH

February 9, 2010

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**Pleasant View City**  
  
General Plan Update

The public meeting was held in the city office at 520 West Elberta Dr. in Pleasant View, Utah, commencing at 6:00 P.M.

**MAYOR:** Doug Clifford

**COUNCILMEMBERS:** Scott Boehme

Mae Ferguson

Tim Hjorten

Michael Humphreys

Todd Walker

**STAFF:** Bruce Talbot JJ Allen  
Laurie Hellstrom Scott Jackson

**VISITORS:** Terri Stephensen Troop 53

Kevin Bailey David Miklas

Jim Mackley Jim Fisher

Ben McGeachy Cory Pincock

Jerry Burns Jake Stones

Melanie Shelton Kory Shelton

Pledge of Allegiance: Troop 53

Opening Prayer, Reading or Expression of Thought: Doug Clifford

Comments/Questions for the Mayor & Council for items not on the agenda.

Kevin Bailey suggested combining North Ogden Cherry Days with Pleasant View City Founders Day. Melanie Shelton requested that Pleasant View City financially participate in scholarships for the North Ogden Cherry Day Pageant, because Pleasant View girls also participate.

#### Consent Items:

Motion was made by CM Boehme to accept the minutes of January 26, 2010, and business licenses to: Paul Kusnierz for a video surveillance equipment sales business and Caroline Olsen for an interior design business, and the bills of Pleasant View City. Business licenses to: Cory Pincock for a motorcycle suspension business, Anthony Chertudi for an art studio and sculpting

climbing holds business, and Laurie Schmanski for a silver jewelry manufacturing business are accepted subject to fire department inspections. 2<sup>nd</sup> by CM Ferguson. Voting aye: CM Boehme, CM Ferguson, CM Hjorten, CM Humphreys, and CM Walker. Motion passed.

**Business:**

1. Update on the expansion of the Central Weber Sewer Improvements District's (CWSID) wastewater treatment plant. (Presenter: Jim Fisher)

Jim Fisher, Representative of Pleasant View City on CWSID's Board, introduced the construction team for the CWSID expansion. They are: Ben McGeachy, David Miklas, and Jake Stones. It was noted that the plant is fifty-years old. The usual life of a plant is 20 years. They are dealing with the quantity coming to the plant to be treated. They are required to keep the water clean and meet the plant requirements for the water exiting the plant. The completion date is September 2011. An update on the plant's construction was given.

2. Adopt the Water Conservation Ordinance. (Presenter: JJ Allen)

JJ Allen: the changes as discussed in the prior meeting were made.

Motion was made by CM Boehme to adopt the Water Conservation Ordinance (Ordinance 2010-3). Roll call vote. Voting aye: CM Boehme, CM Ferguson, CM Hjorten, CM Humphreys, and CM Walker. Motion passed.

3. Appointments to the Board of Adjustment (appeal authority). (Presenter: Mayor Clifford)

Mayor Clifford supplied a memo with the proposed members (attached). Mayor Clifford: the members polled were willing to serve.

Motion was made by CM Ferguson to accept the names as presented. 2<sup>nd</sup> by CM Boehme. Voting aye: CM Boehme, CM Ferguson, CM Hjorten, CM Humphreys, and CM Walker. Motion passed.

4. Discuss representatives to sit on the Weber Arts Council. (Presenter: Mayor Clifford)

Mayor Clifford: the Weber Arts Council is looking for people interested to sit on its board. We will post the request on the website, marquee and newsletter.

**Other Business:**

Mayor Clifford: we are looking at creating a historical committee to take the museum project from Kara Liston when her portion is complete. It provides people with the opportunity to get involved. The WACOG dinner will be coming. They are picking a new venue and time. Could a three-way stop be placed at Elberta Drive and 500 W? You can't see when making a left-hand turn. CM Boehme: clear what is blocking the view.

JJ Allen: if there is anyone interested in attending the Land Use Seminar on March 19<sup>th</sup> let me know.

CM Hjorten: Scott Jackson, could the council get a report on the benefits of having the motorcycle?

CM Ferguson: we received a thank you for the Christmas lights at the roundabout. I would like to be involved in the meeting on Cherry Days and Founders Day.

CM Humphreys: George Cook has mentioned the need for vinyl fencing to be completed around Villas of Verona. Bruce Talbot: it wasn't required of Villas of Verona.

Adjournment: 8:00 P.M.

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## **APPENDIX C**

### **WATER CONSERVATION RESOURCES**

## Reasons for Low Water Bills

### Water Impact and Connection Fees

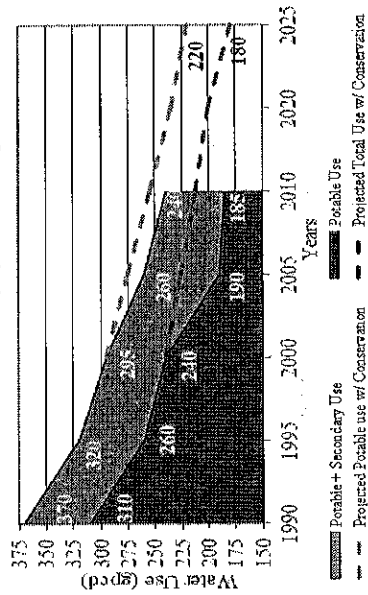
Many areas of the state collect these fees which are an upfront payment of the cost of the water infrastructure. These tend to stabilize water rates, reducing the need for system-wide rate increases to pay for new growth.

### Property Taxes

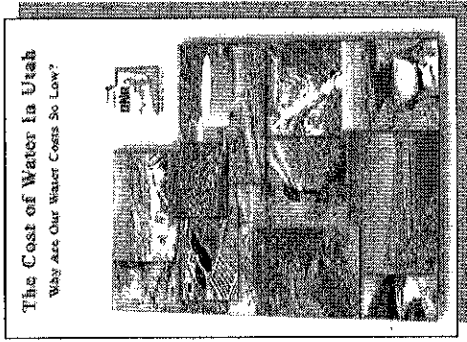
In some areas of Utah, property taxes are used to pay back loans that have been granted to water providers to build this same water infrastructure. This process helps keep monthly water bills lower the portion of the water infrastructure is not paid for in monthly water billing but instead in property tax bills.

## Water Conservation

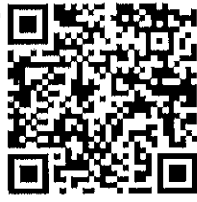
As indicated in the figure below, since 1990 Utahns have reduced their overall water use. From 1980 to 1990 the increase in water use followed the same trend as the population. However, since that time, water use has decreased while population continues to increase. The state has a goal to reduce per capita use by at least 25% by 2025. This decrease in per capita water use also helps keep water costs low because it helps delay water future projects and infrastructure upgrades.



For More Information Visit:  
[www.water.utah.gov](http://www.water.utah.gov)

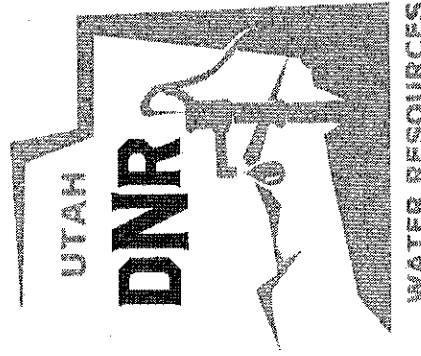


A detailed report on the cost of water has been prepared by the DWR and is on the web at:  
[www.water.utah.gov](http://www.water.utah.gov)



## Utah Division of Water Resources

Mission: To Plan, Develop, Conserve and Protect Utah's Water Resources

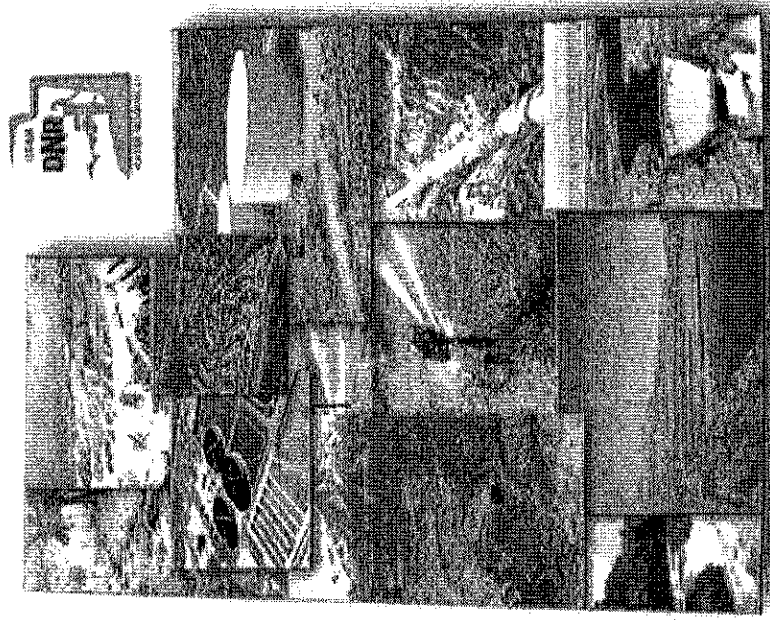


For more information on water conservation visit us on the web at  
[www.conservewater.utah.gov](http://www.conservewater.utah.gov) or  
[www.slowtheflow.org](http://www.slowtheflow.org)

## Utah Division of Water Resources

Water Issues Education Series

### The Cost of Water In Utah Why Are Our Water Costs So Low?



**SLOW THE FLOW**  
SAVE \$2.00

[www.conservewater.utah.gov](http://www.conservewater.utah.gov)

## Cost Comparisons

There are very few reports that offer statistics calculating the cost of water per capita. The Utah Division of Drinking Water (DDW) compiles yearly information regarding Utah's water cost per capita. The Raftelis Financial Consultants (RFC) in conjunction with the American Water Works Association (AWWA) generates similar data for the entire nation. The table below is derived from the most recent RFC/AWWA report (2006). The table shows the average residential, combined (all user types, residential, commercial, industrial and institutional) monthly bills and the cost of water per 1000 gallons.

**Average Monthly Water Bills**

State	Residential (\$)	Combined (\$)	\$/1000 gallons
Idaho	23.16	30.57	1.26
Utah	23.47	31.27	1.34
Wyoming	24.30	33.14	2.67
New Mexico	27.07	38.63	2.93
Colorado	31.43	43.54	2.54
Arizona	35.23	48.19	2.48
Nevada	44.42	60.78	2.80
Michigan	20.70	23.54	2.70
New York	41.92	44.77	2.51
Georgia	22.13	24.46	3.27

How can water be so inexpensive in such a dry state?

## Reasons for Low Water Costs

### Effect of State and Federal Funding Programs

The Utah Board of Water Resources, Utah Drinking Water Board and the Community Impact Board work closely with federal agencies, water districts, irrigation companies, cities and towns statewide to develop new water sources and upgrade irrigation and community M&I water systems so that water usage can be carried out in a more efficient manner. The Federal Government has provided funding for past water projects. Some of these projects have already been paid for. This combined effort helps provide water to Utahns at a lower cost.

### Conversion of Agricultural Water to Municipal and Industrial Uses

With population increasing throughout the state more water will be needed for M&I uses. Some of this water will convert from agricultural uses that no longer exist. Since the 1950's, the percentage of agricultural water use in Utah has dropped from 92% to 81% of the total water use. This conversion has assisted the state's drinking water providers in adding relatively inexpensive water to their M&I supplies.

### Early Irrigation and Municipal Water Developments

Due to the dry nature of the state several projects were initiated early on as settlers began to develop the land. These projects enabled water to be delivered to certain areas of the state which what is now relatively inexpensive water projects.



Snowpack in Utah stores water

### Climate and Geography

Utah's annual snowpack acts as a storage reservoir for billions of gallons of water. Once it melts this water is stored in reservoirs and groundwater aquifers until the summer months. When the water is needed it is released out of the reservoirs and/or pumped from wells and springs to the populated areas of Utah.

### Water Quality and Delivery Systems

The water that is provided by the winter snowpack is relatively clean. Therefore it requires little treatment prior to entering drinking water systems. Also, the majority of the systems in Utah are gravity fed, therefore little to no energy is required to transport or pressurize the water.

### Energy Cost

Analysis of a typical large water distribution system indicates the required energy to convey and treat a unit volume of water is less in Utah than elsewhere in the west. This is due to some of the factors discussed earlier, higher quality water sources and gravity fed systems. In addition, Utah ranked 4<sup>th</sup> lowest in 2007 for energy costs to consumers. Thus ensuring lower water delivery costs in Utah.

## General Lawn Tips

### Mowing

When mowing your lawn, don't remove more than 1/3 of the grass blade each mowing. Also, leaving the mulched grass clippings on the lawn and not bagging them can keep the lawn cooler and help hold in moisture. Mow at a height of 3 inches to 3.5 inches tall through the summer. This promotes healthier, deeper roots.

### Aeration

By aerating your lawn each year, you can allow air, water and nutrients to move deeper into the soil. This process helps drive grass roots deeper into the soil. Deeper roots generate a healthier, greener lawn. Proper aeration combats compaction of your soil and keeps the soil permeable. This means water can more easily flow to the deep root zone of your grass.

### Don't Over-Water

Over-watering can weaken lawns, making them more prone to damage from insects, weeds, fungus and disease. It is okay to "stress" by watering your lawn less; this will help the root zone grow deeper into the soil!

# FREE WATER CHECK

### Free Water Check

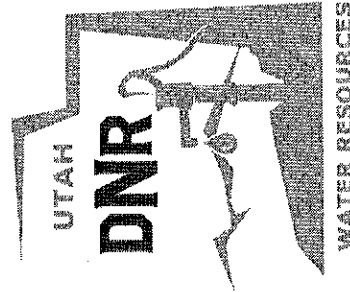
You can have your sprinkler efficiency checked by a pro, for free! They will also develop a customized watering schedule for your lawn. Sign up at [www.slowtheflow.org/watercheck](http://www.slowtheflow.org/watercheck) or by calling 1-877-728-3420

## General Lawn Watering Tips:

- Stop thinking of "watering your lawn" and start thinking of "refilling the soil moisture reservoir" under your lawn.
- Remember, water less often, but water more deeply! This will provide healthy roots and save water.
- Water in cycles so water will have time to penetrate the soil and reach the root zone.
- Make sure your sprinklers are only watering landscaped areas, not sidewalks, driveways, porches or streets.
- Make sure you apply the right amount of water each time you water, then check the weekly lawn watering guide online at [www.conservewater.utah.gov](http://www.conservewater.utah.gov) to find out how many times to water each week.

## Utah Division of Water Resources

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# Maintain a Healthy Lawn and Stay Water Wise!

## SLOW THE FLOW



[www.slowtheflow.org](http://www.slowtheflow.org)  
[www.conservewater.utah.gov](http://www.conservewater.utah.gov)



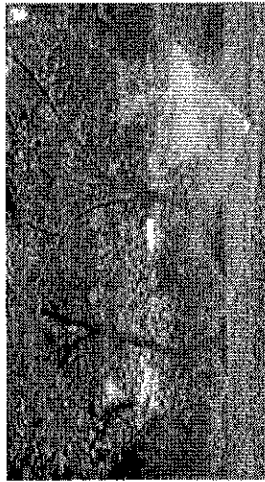


# Should I Water My Lawn Today?

# Before You Water Your Lawn, You Should...

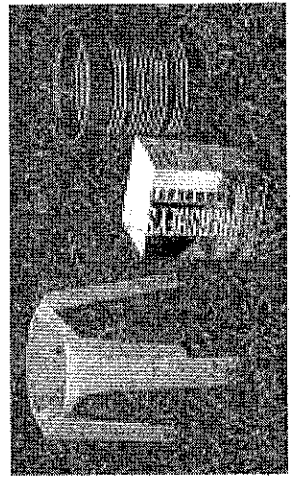
## Check Your Sprinkler System

An important step in using water wisely is proper maintenance of irrigation systems. If sprinklers are not kept in good working condition, they can waste water as well as have detrimental effects on your landscape. Turn on your sprinklers during daylight hours to inspect the system for broken, clogged or misaligned heads. **Sprinklers should have head-to-head coverage.** This means water from one sprinkler reaches all the way to the next sprinkler. This allows for maximum efficiency in water coverage.



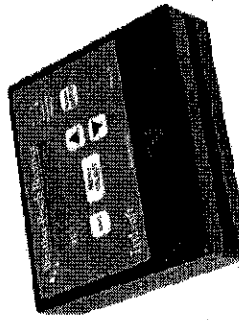
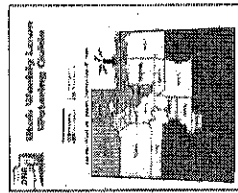
## Check the Weather Report

If precipitation is forecast for the coming week, you should postpone your lawn watering. The weather forecast for any given area of the state can be found at [www.wrh.noaa.gov/slc/](http://www.wrh.noaa.gov/slc/). Consider installing an automatic rain shutoff device on your sprinkler system. Place a rain gauge (anything that catches water that can be measured) in your backyard to monitor rainfall and irrigation.



## Check the Lawn Watering Guide

The Utah Division of Water Resources publishes a weekly lawn watering guide for the entire state. This useful tool can be found online at [www.conservewater.utah.gov](http://www.conservewater.utah.gov). The goal is to help residents apply the same amount of water that was used by evaporation and plant processes in the previous week.



## Check to See if Your Lawn Needs Water

Only water your lawn when it needs water. If you leave footprints in the grass when you walk on it, then it is time to water! Test your soil moisture with a soil probe or use a long (6 inches) screwdriver to see how moist the soil is. If the screwdriver goes into the soil easily, this means the soil is still moist. Don't water your lawn!

## Check Your Application Rate

To determine the application rate, you will need at least four test containers. Place the containers in the grass. Turn your sprinklers on for 15 minutes. Make sure to turn on all stations that water the test area. Measure in inches the depth of water in each of the containers. Calculate the average and multiply this by four. This is your application rate in inches per hour. Then calculate how many minutes you need to water to put ½ inch of water on your lawn. You should only apply ½ inch of water each time you water.

## Check the Time of Day

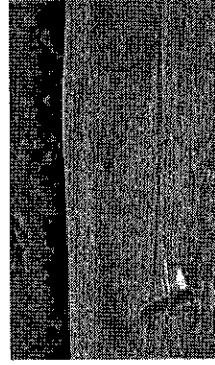
Avoid watering your landscape during the hottest hours of the day (10 am until 6 pm) to minimize evaporation. Watering during the cooler times of the day reduces evaporation, allowing more water to get to the roots of the grass.

## Automatic Timers or Controllers

These devices are wonderful and allow the user freedom and convenience in lawn watering. However, they need to be adjusted throughout the watering season (April to October). Also, timers should be turned off during and after rainstorms! For even more efficient watering, check into "smart controller" technology at your local sprinkler supplier or our website [www.conservewater.utah.gov](http://www.conservewater.utah.gov).

## Water in Cycles

By dividing your watering time into shorter cycles with a rest time in between, more water will be able to penetrate the soil and reach the root zone. Watering in cycles also minimizes runoff.



**If the only time you use your lawn is to mow it, think about taking that lawn area out and putting in a lower maintenance, lower water using plant type!**

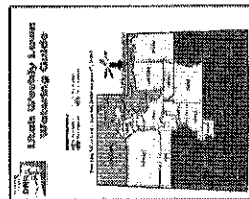
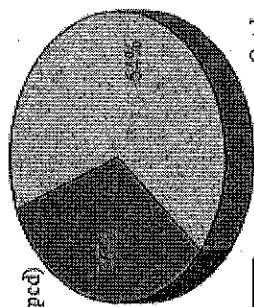
See [www.slowtheflow.org](http://www.slowtheflow.org) for more water wise landscaping tips.

## General Water Information

### Outdoor Watering

The DWR has focused water conservation efforts primarily on residential water use with an emphasis on outdoor landscapes because this category has the greatest potential for water conservation. With 64% of the residential water being used outdoors, Utahns can conserve millions of gallons of water annually if they water more efficiently. One of these ways is to use a smart controller that allows homeowners a more efficient way to water using only what the plants actually need.

### Residential (165 gpcd)



Based on 2010  
per capita data

### Check the Lawn Watering Guide

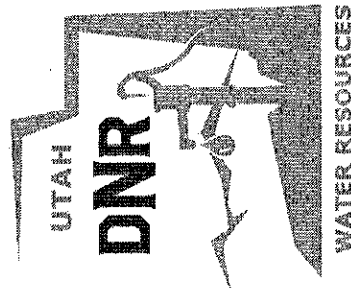
The DWR already provides a statewide network of weather stations for Utahns to use. The weather stations track ET and tell Utahns in a given region how many times they should water during the week. If you don't yet have a smart controller installed, visit the Lawn Watering Guide online at: [www.conservewater.utah.gov](http://www.conservewater.utah.gov) to see how many times you should water each week.

### General Lawn Watering Tips:

- Stop thinking of "watering your lawn" and start thinking of "refilling the soil moisture reservoir" under your lawn.
- Remember, water less often, but water more deeply! This will provide healthy roots and save water.
- Water in cycles so water will have time to penetrate the soil and reach the root zone.
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- Make sure you apply the right amount of water each time you water, then check the weekly lawn watering guide online at [www.conservewater.utah.gov](http://www.conservewater.utah.gov) to find out how many times to water each week.

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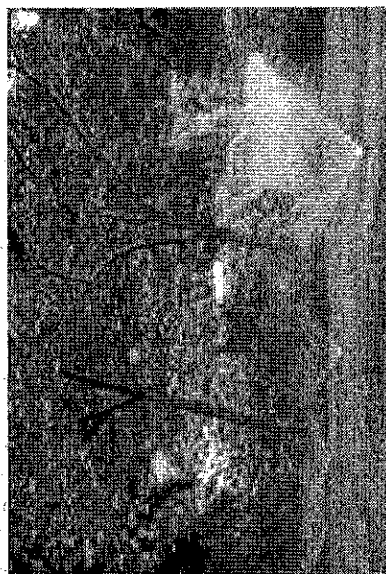


For more information on water  
conservation visit us on the web at  
[www.conservewater.utah.gov](http://www.conservewater.utah.gov) or  
[www.slowtheflow.org](http://www.slowtheflow.org)



# Save Water Automatically!

## Install a Smart Controller on Your Sprinkler System



# SLOW THE FLOW

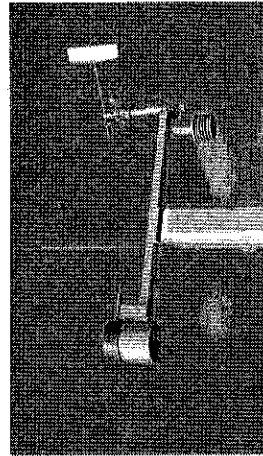
SAVE WATER

[www.slowtheflow.org](http://www.slowtheflow.org)  
[www.conservewater.utah.gov](http://www.conservewater.utah.gov)

# How Does a Smart Controller Work?

## Smart Controllers Water to Evapotranspiration (ET)

ET is defined as the amount of water a plant and its environment loses from evaporation and transpiration. Simply put, transpiration is water the plant uses to grow and survive, and evaporation is water lost from the surrounding soil. The factors that affect ET, are temperature, wind, precipitation, humidity and solar radiation. ET is usually expressed in inches of water over a certain time period; commonly, a day, week, month or year. The Division of Water Resources' (DWRe) main emphasis in water conservation education is for residents to water to the ET requirements of their landscapes as efficiently as possible. Smart controllers can assist residents in accomplishing this. Smart controllers can reduce outdoor water consumption by an average of 15% to 30%!



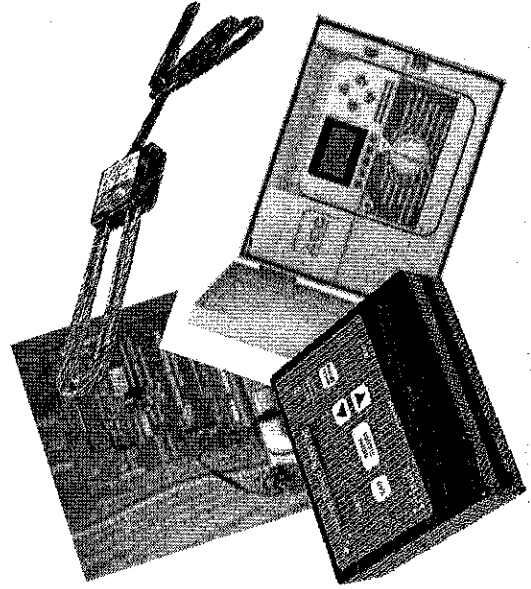
## Smart Controllers Automatically Adjust Sprinkler Schedule

Once a smart controller is properly installed, the controller will automatically regulate your sprinkler system. This means that you will no longer have to adjust your sprinkler times and duration for seasonal changes and will still have a healthy beautiful lawn! Watering plants with the correct amount of water that is required by the plant, is the healthiest way to grow plants.

## Smart Controllers Use Weather Stations or Soil Moisture Sensors

Some smart controllers use weather data and local sensors to manage the property's sprinklers. These types of controllers receive data from either sensors and/or weather stations and then turn the sprinklers on or off based on these weather conditions. These controllers can also turn the sprinklers off in the event of rain, high winds or low temperatures.

Other smart controllers use soil moisture probes that measure how much water is in the soil. As you water your landscape, imagine that there is a reservoir of water under the ground and you are filling it up. The soil moisture probe will measure how full that reservoir is. Once the reservoir level drops below a certain level the probe will turn the sprinklers on and re-fill the soil storage reservoir. These types of smart controllers can also turn off sprinklers during rain events.



## Smart Controllers Help Save and Maintain Healthy Landscapes

Plants only require a certain amount of water to maintain health. Too much water, can actually damage your grass. Overwatering promotes fungal growth and insect activity. A smart controller can eliminate over watering.

## Smart Controllers Cost

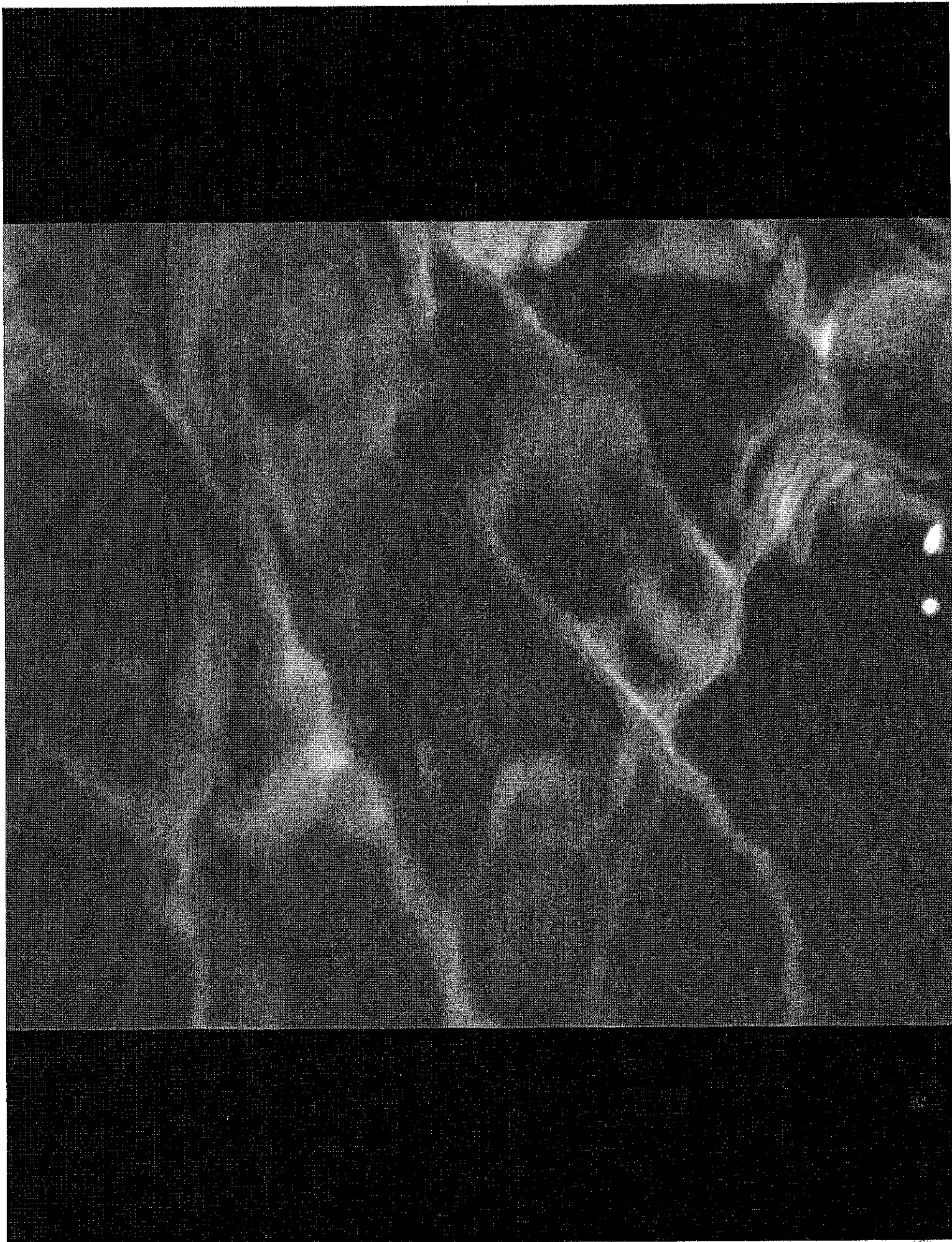
Smart controllers can cost anywhere from \$100 to several thousand dollars, seeming to be an expensive investment. However, when you consider what you are saving in both monthly water charges and water, a smart controller can have a fairly fast payback time frame.

## Companies that Make Smart Controllers

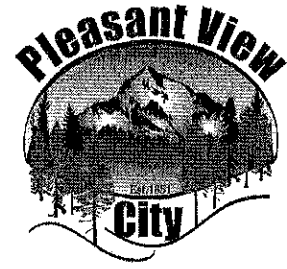
- Acclima
  - Accurate Weather Set
  - Accuwater
  - Alex-tronics
  - Aqua Conserve
  - Baseline
  - Calsense
  - Dynamax
  - ET Water
  - Systems Hunter
  - Hydpoint-Weather Trak
  - HydroEarth
  - Irrisoft-Weather-Reach
  - Irritrol
  - Irrrometer
  - Rain Bird
  - Rain Master
  - Irrigation System
  - Signature Controls
  - Toro
  - WCS
  - Hydrosaver
  - Water 2 Save
  - Weather Set
  - Weathermatic
- DWRe does not endorse any product.

**Remember if we each save a little we'll all save a lot!**

See [www.slowtheflow.org](http://www.slowtheflow.org) for more water wise landscaping tips.







# Memo

**To:** Mayor Mileski & City Council Members

**From:** Melinda Greenwood, City Administrator

**Meeting Date:** December 9, 2014

**Re:** Approval of a Resolution Designating Authority and Giving Permission to the Mayor and the City Administrator to Make General Policy Changes to the City's Policies and Procedures Manual

---

## **I. RECOMMENDED ACTION**

Approval of a resolution designating authority and giving permission to the Mayor and the City Administrator to make general policy changes to the City's Policies and Procedures Manual.

## **II. DESCRIPTION / BACKGROUND**

This item would streamline continual changes which need to be made to the City's Policies and Procedures Manual. The resolution would give staff the flexibility to make changes to the policy manual without having to take each item to the City Council. This streamlines and simplifies a process which can get very complicated, tedious and technical.

As an example, the Utah Retirement System is mandating a change to our personnel manual regarding Tier 2 elected and appointed officials and their eligibility for retirement benefits (see attached memo excerpt).

Staff feels that their time and the meeting time of the Council would be better spent focusing on agenda items which are more relevant to the public.

As explained in the attached resolution, the caveat of this recommendation is that staff feels any policy change which will impact the budget in a negative way should be considered and approved by the Council prior to any implementation.

## **III. IMPACT**

**A. Fiscal – None**

**B. Operations / Service Delivery –**

**IV. ALTERNATIVES**

Do not approve the resolution.

**V. SCHEDULE / TIME CONSTRAINTS**

A. None

**VI. LIST OF ATTACHMENTS**

- A. Resolution Designating Authority and Giving Permission to the Mayor and the City Administrator to Make General Policy Changes to the City's Policies and Procedures Manual
- B. Excerpt Page 2 of Utah Retirement Systems DRAFT Compliance Review Report

Resolution # \_\_\_\_\_ 2014

**A RESOLUTION OF PLEASANT VIEW CITY COUNCIL DESIGNATING AUTHORITY AND GIVING PERMISSION TO THE MAYOR AND CITY ADMINISTRATOR TO MAKE GENERAL POLICY CHANGES TO THE CITY'S POLICIES AND PROCEDURES MANUAL**

**WHEREAS**, in December of 2009, the Pleasant View City Council approved the City's first formal Policies and Procedures Manual; and

**WHEREAS**, it is good practice to continuously update personnel policies and procedures to keep them current with changes in federal and state laws, case laws, technology changes and best management practices; and

**WHEREAS**, Policies and Procedures are generally executive and administrative in nature and pertain mostly to day-to-day operations; and

**WHEREAS**, from time to time laws change necessitating general changes to the manual which are not discretionary; and

**WHEREAS**, City Ordinance Title 2: Administration and Personnel, Chapter 2.06 - City Administrator, states:

"The City Administrator shall be the City's chief administrative officer who shall oversee all of the City's day-to-day operations including, without limitation, directing and supervising the administration of all departments, offices, and agencies of the City, except as otherwise provided by law"

; and

**WHEREAS**, to make a distinction between executive and legislative impacts to the policy manual, the Council defines general policies as "policies which will not negatively impact the City's budget and policy changes which are mandated by law"; and

**WHEREAS**, the Council has authority over the City's budget and recognizes that some policies impact the city's finances; and

**WHEREAS**, the Council realizes that numerous general changes to the manual must be made on an ongoing basis and understands that delegation of these tasks are best handled administratively which will alleviate staff, the Council and the public from unnecessary burdens and tedious details.

**NOW, THEREFORE BE IT RESOLVED**, that by signatures below, the Pleasant View City Council does designate authority and give permission to the Mayor and City Administrator to make general policy changes to the City's Policies and Procedures Manual.

*Signatures on following pages*

APPROVED this 9<sup>th</sup> day of December, 2014.

---

Toby Mileski, Mayor

Attest:

---

Laurie Hellstrom, City Recorder

This resolution passed by the following roll call vote of the Pleasant View City Council:

		YES	NO	ABSTAIN	ABSENT
City Council Member	Boehme	_____	_____	_____	_____
City Council Member	Burns	_____	_____	_____	_____
City Council Member	Gibson	_____	_____	_____	_____
City Council Member	Humphreys	_____	_____	_____	_____
City Council Member	Marker	_____	_____	_____	_____



### **Findings and Recommendations**

The results of our review indicate city staff administers the URS Public Employees' Contributory, Public Employees' Noncontributory and Public Safety Noncontributory Retirement Systems. We assessed the following five areas as part of the review:

#### **A. Policies**

City staff supplied us with a copy of Pleasant View Policies and Procedures Manual. The policies on employee classification, vacation and sick leave appeared to be very detailed in defining eligibility and accrual of benefits.

Legislation now requires employers to officially designate Tier 2 elected and appointed official positions as full-time eligible or part-time ineligible by updating your personnel policies. Full-time elected and appointed officials, taking office for the first time after June 30, 2011, are restricted to participation in the URS Tier 2 Defined Contribution Plan.

During the first compliance review in January 2013, a recommendation was given for city staff to implement a policy determining eligibility for Tier 2 elected and appointed officials. City staff has not yet implemented this policy.

#### **Finding**

1. City staff is required to update their policies and procedures to include a policy which designates the eligibility of Tier 2 elected and appointed officials. **City staff is required to submit this policy to the Retirement Office by December 29, 2014.** Staff can reference page 20 of the 2014 URS Employer's Guide for additional information regarding eligibility for Tier 2 elected and appointed officials.

Approved  
12/15/14

#### **B. Contribution Reporting**

In testing Public Safety employee payroll records, we found city staff reports appropriate types of compensation to the Retirement Office. We commend city staff for consistently reporting accurate contribution amounts to the Retirement Office.

In testing Public Employee payroll records, we found city staff has not been reporting a year- to-year cash out of annual leave.

Cash outs of vacation leave, sick leave, and compensatory time you pay on a year-to-year basis during your fiscal year may qualify as compensation in the Public Employees Noncontributory and Contributory Retirement Systems according to the following criteria:

- You have a written policy that allows a year-to-year cash out; and
- The cash out does not exceed your policy for allowable leave accrual in a single year under your policy.

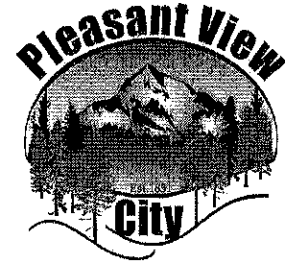
#### **Finding**

2. City staff is required to update their contribution reporting process to include the year-to-year cash out of annual leave for Public Employees only. Staff can refer to page 52 of the 2014 URS Employer's Guide for additional information on the contribution reporting process.

done ✓

#### **C. Status Notifications**

Generally, city staff timely notifies the Retirement Office when an employee begins, changes, or separates defined benefit coverage. In the instance discussed below, our office did not receive an appropriate notification for some city employees.



# Memo

**To:** Mayor Mileski & City Council Members  
**From:** Melinda Greenwood, City Administrator *mg*  
**Meeting Date:** December 9, 2014  
**Re:** Discussion on Amending the City's Personnel Policy Regarding Utah Retirement System Mandated Change of Tier 1 & Tier 2 Elected and Appointed Officials

---

## **I. RECOMMENDED ACTION**

Recommend amending the City's policy as outlined below.

## **II. DESCRIPTION / BACKGROUND**

Laurie has been working with Utah Retirement System staff on a compliance audit. The report is still in draft form, but one known requirement will be to change our personnel policy to reflect recent changes to state statutes. Therefore, staff recommends changing our policy to ensure compliance from our current policy:

*A. Full-time. An employee hired for an indefinite period (i.e. permanent) in a position for which the normal work schedule is forty (40) hours per week. Full-time employees will generally qualify for specific city benefits.*

*D. Elected Officials. All of Pleasant View City's elected officials (mayor and city council members) are designed part-time, and therefore not eligible for retirement benefits under Utah Retirement Systems. At its discretion, the City Council may provide other benefits for the City's elected officials.*

To the updated and URS compliant policy:

*A. Full-time and Appointed. An employee hired for an indefinite period (i.e. permanent) in a position for which the normal work schedule is forty (40) hours per week. Full-time and Appointed employees will generally qualify for specific city benefits.*

*Appointed Employees qualify for membership in the URS if they are Tier 1 who earn the minimum salary required by law or Tier 2 whose positions are declared full-time.*

*D. Elected Officials. All of Pleasant View City's elected officials (mayor and city council members) are designed part-time. At its discretion, the City Council may provide other benefits for the City's elected officials.*

*Elected Officials qualify for membership in the URS if they are Tier 1 who earn the minimum salary required by law. Tier 2 Elected Officials are not eligible for retirement benefits.*

**III. IMPACT**

**A. Fiscal –**

**B. Operations / Service Delivery –**

**IV. ALTERNATIVES**

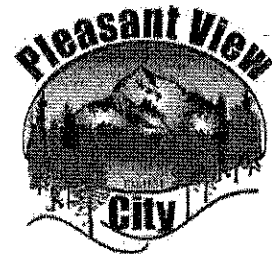
None, this is mandated by URS through their compliance check.

**V. SCHEDULE / TIME CONSTRAINTS**

This policy must be submitted to URS by December 29, 2014.

**VI. LIST OF ATTACHMENTS**

None



# Memo

**To:** Mayor Mileski & City Council Members

**From:** Melinda Greenwood, City Administrator

**Meeting Date:** December 9, 2014

**Re:** Discussion on Amending the City's Personnel Policy Regarding Vacation Carryover Limits

## **I. RECOMMENDED ACTION**

Recommend amending the City's vacation carryover policy to allow for 240 hours of annual use or lose vacation carryover.

## **II. DESCRIPTION / BACKGROUND**

This item was brought before the Council a year ago, on December 10, 2013. At that time staff was directed to find out more information and bring the item back to the Council. It's been a busy year, and once again, staff is placing this before the Council, hopefully with more adequate information.

Currently, Pleasant View City's personnel policy on annual vacation carryover is limited to 80 hours and anything above 80 is cashed out at 50% and the other 50% is lost. The policy excerpt is pasted below:

*The maximum vacation leave which can be carried forward from calendar year to calendar year is eighty (80) hours. Half of any accrued vacation leave in excess of eighty (80) hours shall be paid ("cashed out") to the employee, and the other half shall be forfeited at the beginning of the first full pay period of the calendar year.*

In comparison to other cities carry over amounts, Pleasant View's allowance is very low. In a sampling of various cities around the state, the vacation carryover ranges from 40 hours at the low end to 480 at the high end. Based on the 53 responses, the average hours of vacation carryover allowed is ~228, but the majority of the responding entities (21 total) have set their limit at 240 hours. Only 3 cities have lower limits, and only 3 others are at 80 hours. This means that of the 53 responses, Pleasant View's vacation carryover is lower than 46 other cities.

Staff recommends the Council increase the vacation carryover amount to 240 hours and change the policy on carryover to a use or lose situation only. In this instance, paying out half the vacation hours accrued over the 80 hours would be a policy that is removed and no longer an option. The effective date for this personnel policy change should be immediate, to assist those with issues of excess vacation for this current calendar year. With the recommended changes, the policy manual would then read (please see attachments for a track changes version):

*The maximum vacation leave, which can be carried forward from calendar year to calendar year, is two-hundred and forty (240) hours. Any unused accrued vacation leave in excess of two-hundred and forty (240) hours is forfeited at the beginning of the first full pay period of the calendar year.*

Benefits of changing the policy include:

1. Elimination of payout for excess vacation.
2. Employees can supplement sick time with vacation time for purposes of:
  - a. Maternity leave
  - b. Paternity leave
  - c. Planned surgeries
  - d. Unplanned medical issues
3. The elimination of "skeleton crews" during November and December, as employees are trying to burn vacation days prior to losing them.
4. Vacation time can also help cover gaps between short-term and long-term disability (short-term disability is a benefit that the City doesn't offer).
5. In the case of serious health issues, an employee may have the ability to supplement sick leave and be paid for a greater amount of time, lessening their financial burden.
6. Pleasant View would be competitive with the benefits we offer when compared to other cities.
7. Less vacation time may be utilized throughout the year as employees can bank higher amounts (i.e. employees may be present at work more).
8. Employees are less likely to lose vacation time.

A difficult reality for an entity of our size is that due to single staffing of many critical city functions, vacations must be scheduled around payroll, city council meetings, deposits, planning commission meetings, court days and utility billing cycles. Only 3 employees of the 23 full-time staff are FLSA Exempt, meaning 20 employees are eligible to accrue overtime or comp time. Comp time is used prior to vacation time, making it even more difficult for employees to utilize vacation time.

In December of 2013, we had 13 employees (over half of our employees), who had use or lose vacation. This year, the number is at 6 (approximately 25%), with the decrease likely due to the turnover we have had this past year of employees with well over ten years of service and accruing at the higher rate. The current carry-over limits affect employees that haven't even necessarily worked for the City for a substantial period of time. In other municipalities (of

all sizes) it is not uncommon for carry over limits to only be reached after an employee has been with the city for a considerable number of years (i.e. 8 to 10 years or more). An employee who has worked for the City for less than three years could easily be facing the carry over limit if only one week of vacation was used each year.

The circumstance can be described in the following table:

Year 1	80 hours accrued	40 hours used	40 hours remain
Year 2	80 hours accrued	40 hours used	<b>80 hours remain</b>
Year 3	80 hours accrued	40 hours used	<b>120 hours remain</b>

The issue is not with the accrual rate, it is with the allowed carry over limit. The carry over limit would not be exceeded, *at the earliest*, until moving into the sixth year of employment. This is with a very conservative estimate that only a week of vacation is being used (because the vacation hours are likely to fluctuate and be higher in some years versus others.)

Year 1	80 hours accrued	40 hours used	40 hours remain
Year 2	80 hours accrued	40 hours used	80 hours remain
Year 3	80 hours accrued	40 hours used	120 hours remain
Year 4	80 hours accrued	40 hours used	160 hours remain
Year 5	120 hours accrued	40 hours used	<b>240 hours remain</b>

The City's accrual rate is comparable with other municipalities, and has a tier system that increases accrual with years of service and is listed below:

Less than 5 years service	80 hours/10 (8-hour) days
5 years to 9 years service	120 hours/15 (8-hour) days
10 years or more	160 hours/20 (8-hour) days

Potential drawbacks include the financial liability associated of paying vacation leave out for an employee who is separating from the City. However, the current policy of paying out half of the vacation time over 80 hours each year would be eliminated, and save money on an annual basis. Financial savings and/or detriment is difficult to quantify, as each employee utilizes their vacation leave in a different manner; conversely, it is identified that the City will potentially have a higher pay out when an employee separates employment from the City. Nevertheless, this amount is mitigated and guaranteed to not exceed 240 hours.

### **III. IMPACT**

- A. Fiscal – Unknown**
- B. Operations / Service Delivery –**

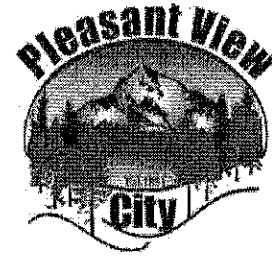
### **IV. ALTERNATIVES**

### **V. SCHEDULE / TIME CONSTRAINTS**

- A.** On January 1, any vacation time over 80 hours is paid out at 50% with the other 50% being lost, so implementing this policy change immediately is recommended.

### **VI. LIST OF ATTACHMENTS**

- A.** Agenda Memo from December 10, 2013
- B.** Excerpt of meeting minutes from December 10, 2013
- C.** Track changes excerpt from Personnel Policy Chapter 16: Leaves of Absences, Section 2, Paragraph D
- D.** Survey results of other cities data



# Memo

**To:** Mayor Mileski & City Council Members  
**From:** Melinda Greenwood, City Administrator  
**Meeting Date:** December 9, 2014  
**Re:** Discussion on Amending the City's Personnel Policy Regarding Vacation Carryover Limits

---

## **I. RECOMMENDED ACTION**

Recommend amending the City's vacation carryover policy to allow for 240 hours of annual use or lose vacation carryover.

## **II. DESCRIPTION / BACKGROUND**

This item was brought before the Council a year ago, on December 10, 2013. At that time staff was directed to find out more information and bring the item back to the Council. It's been a busy year, and once again, staff is placing this before the Council, hopefully with more adequate information.

Currently, Pleasant View City's personnel policy on annual vacation carryover is limited to 80 hours. In comparison to other cities, Pleasant View's allowance is very small. In a sampling of various cities around the state, the vacation carryover ranges from 40 hours at the low end to 480 at the high end. Based on the 53 responses, the average hours of vacation carryover allowed is ~228, but the majority of the responding entities (21 total) have set their limit at 240 hours. Only 3 cities have lower limits, and only 3 others are at 80 hours. This means that of the 53 responses, Pleasant View's vacation carryover is lower than 46 other cities.

Staffs recommends the Council increase the vacation carryover amount to 240 hours and change the policy on carryover to a use or lose situation. The effective date for this personnel policy change should be immediate to assist those with issues of excess vacation for this current calendar year. With the recommended changes, the policy manual would then read (please see attachments for a track changes version):

*The maximum vacation leave which can be carried forward from calendar year to calendar year is two-hundred and forty (240) hours. Any unused accrued vacation leave in excess of two-hundred and forty (240) hours forfeited at the beginning of the first full pay period of the calendar year.*



Benefits of changing the policy include:

1. Elimination of payout for excess vacation.
2. Employees can supplement sick time with vacation time for purposes of:
  - a. Maternity leave
  - b. Paternity leave
  - c. Planned surgeries
  - d. Unplanned medical issues
3. Vacation time can also help cover gaps between short-term and long-term disability (short-term disability is a benefit that the City doesn't offer).
4. In the case of serious health issues, an employee may have the ability to supplement sick leave and be paid for a greater amount of time, lessening their financial burden.
5. The elimination of "skeleton crews" during November and December, as employees are trying to burn vacation days prior to losing them.
6. Pleasant View would be competitive with the benefits we offer when compared to other cities.
7. Less vacation time may be utilized throughout the year as employees can bank higher amounts (i.e. employees may be present at work more).

A difficult reality for an entity of our size is that it is very difficult to schedule long vacations when they must be scheduled around payroll, city council meetings, deposits, planning commission meetings, court days and utility billing cycles.

Only 3 employees of the 23 full-time staff are FLSA Exempt, meaning 20 employees are eligible to accrue overtime or comp time. Comp time is used prior to vacation time, making it more difficult for employees to utilize vacation time.

Employees who have worked for the city for less than 5 years accrue 80 hours/10 days of vacation per year, those between 5 to 9 years of service accrue 120 hours/15 days, and those who have worked for the city for more than 10 years receive 160 hours/20 days of vacation. In theory this means each year, an employee with less than 5 years of service must use a minimum of 2 weeks' vacation. An employee with 5 to 9 years must use at least 3 weeks, and an employee with more than 10 years must use 4 weeks of vacation. This is in addition to any come time they accrue and use, and the 12 paid holidays.

In December of 2013, we had 13 employees (over half) who had use or lose vacation. This year, the number is at 6, with the decrease likely due to the turnover we have had this past year.

Potential drawbacks include the financial liability associated of paying vacation leave out for an employee who is separating from the City. However, please recall that the current practice is to pay out half of the vacation time over 80 hours each year, and that policy would be eliminated, saving money on an annual basis. Financial savings and/or detriment can't be guaranteed either way, as each employee utilizes their vacation leave in a different manner.

The City should be prepared to pay out higher amounts of vacation when an employee leaves employment with the City. Vacation accrual is a benefit, and we are not required to pay out accrued time when an employee leaves, however, it has been our practice, and is a standard practice in the industry. If the Council feels averse to paying out 240 hours of vacation when an employee separates from the City, they could choose to limit the amount we pay out to 50% of the accrued vacation, or create some fixed number. However, this will likely create a scenario where employees will want to give a 2-week notice and then take their last 2 weeks of work as a vacation.

### **III. IMPACT**

- A. Fiscal – Unknown**
- B. Operations / Service Delivery –**

### **IV. ALTERNATIVES**

### **V. SCHEDULE / TIME CONSTRAINTS**

- A. On January 1, any vacation time over 80 hours is paid out at 50% with the other 50% being lost, so implementing this policy change immediately is recommended.**

### **VI. LIST OF ATTACHMENTS**

- A. Agenda Memo from December 10, 2013**
- B. Excerpt of meeting minutes from December 10, 2013**
- C. Excerpt from Personnel Policy Chapter 16: Leaves of Absences, Section 2, Paragraph D**
- D. Survey results of other cities data**

Excerpt - December 10, 2013 City Council Meeting Minutes

4. Discussion and possible action on amending the City's vacation carry over policy. (Presenter: Melinda Brimhall Greenwood)

Melinda Brimhall Greenwood: I've provided you with a list of what other cities allow employees to carry over on vacation and 221 hours is the average based on that information. It's come to my attention that our carryover is low compared to other cities and it would be helpful for an employee to have a larger vacation bank. We recommend we at least double the allowed carryover amount to 160 hours annually. 240 hours is the most common amount and the only negative could be a greater payout when an employee separates employment. We don't have a lot of turnover and in my opinion it doesn't have a negative effect on the budget and it would make us more competitive with other cities. Employees could have double what they do now for things such as honeymoons, maternity leave, and vacation or to supplement sick time with either an employee or a family member with senior health issues is ill. Mayor Clifford: In the private sector it's ok for 2 years of carryover and we could make it two years' worth of carryover with a sliding scale for payout should an employee separate from the city. Melinda Brimhall Greenwood: Some cities had tiered systems that were hard to quantify. There are other options we could look at if the Council would like us to. CM Boehme: What about sick leave? Melinda Brimhall Greenwood: Sick leave is not paid out at the time of separation. We can look at PTO (paid time off), but that encourages employees to come when they're sick and save those days for something fun like vacation. My personal preference is that we stick with sick and vacation, but we'll look at PTO if the Council would like. CM Marker: How often do people lose time, vacation is a benefit for employees to take off. I don't see why we have to go with 240 hours, let's look at a tier. Melinda Brimhall Greenwood: People are hit and miss because they don't want to lose that time they've earned. We felt a minimum number would be 160 hours of carryover, which is 4 weeks. CM Mileski: If we want to allow the 240 hours, don't pay out more than 80 hours at separation, and then people won't hold onto it for a cash incentive or retirement later. Mayor Clifford: At Hewlett-Packard you could only cash out half of your vacation at separation. Melinda Brimhall Greenwood: They are two separate benefits, carry over and then compensation, some pay out and some don't. They are related, but are separate. CM Humphreys: If you're sick and take off, no pay. If you take vacation, no pay. That's what my employees get. I have a guy out sick today and he's not getting paid.

Motion was made by CM Boehme to allow 240 hours of vacation carryover and cash out 50% of accrued time at the time of separation. Melinda Brimhall Greenwood: I would like to look at FMLA for legality reasons. Amendment to the previous motion was made by CM Boehme to check into FMLA. Motion died due to lack of a second.

Motion was made by CM Marker to continue the item until further clarification and option can be determined.  
2<sup>nd</sup> by CM Mileski. Voting Aye: CM Burns, CM Mileski, CM Marker, and CM Humphreys. Voting Nay: CM Boehme.  
Motion passed 4-1.

D. The maximum vacation, leave which can be carried forward from calendar year to calendar year, is ~~eighty (80)~~ two-hundred and forty (240) hours. ~~Any unused Half of any accrued~~ vacation leave in excess of two-hundred and forty (240) ~~eighty (80)~~ hours shall be paid ("cashed out") to the employee, and the other half shall be forfeited at the beginning of the first full pay period of the calendar year.

Vacation Carryover Alphabetical	
City	Hours
ALTA	40
BEAVER	160
BOUNTIFUL	240
BRIAN HEAD	240
BRIGHAM CITY	240
CENTERVILLE	240
CLEARFIELD	240
CLINTON	240
COTTONWOOD HEIGHTS	480
ENOCH	160
EPHRAIM	400
FAMINGTON	240
HARRISVILLE	120
HEBER CITY	240
HURRICANE	80
IVINS	160
KANAB	240
KAYSVILLE	240
LAVERKIN	320
LAYTON	240
LEHI	160
MURRAY	240
NEPHI	40
NORTH OGDEN	240
NORTH SALT LAKE	260
OGDEN	240
PAROWAN	168
PLEASANT GROVE	120
PLEASANT VIEW	80
PRICE	240
ROOSEVELT	80
ROY	408
SANDY	320
SANTA CLARA	240
SANTAQUIN	60
SARATOGA SPRINGS	400
SOUTH OGDEN	240
SOUTH SALT LAKE	168
SOUTH WEBER CITY	240
STATE OF UTAH	320
SPANISH FORK	240
SPRINGVILLE	160
ST. GEORGE	160
SUMMIT COUNTY	200
TAYLORSVILLE	320
WASHINGTON CITY	80
WASHINGTON TERRACE	260
WEBER COUNTY	320
WEST BOUNTIFUL	240
WEST JORDAN	400
WEST POINT CITY	320
WEST VALLEY	300
WOODS CROSS	240
AVERAGE	228

Vacation Carryover From Low to High	
City	Hours
ALTA	40
NEPHI	40
SANTAQUIN	60
HURRICANE	80
PLEASANT VIEW	80
ROOSEVELT	80
WASHINGTON CITY	80
HARRISVILLE	120
PLEASANT GROVE	120
BEAVER	160
ENOCH	160
LEHI	160
SPRINGVILLE	160
IVINS	160
ST. GEORGE	160
PAROWAN	168
SOUTH SALT LAKE	168
SUMMIT COUNTY	200
BOUNTIFUL	240
BRIAN HEAD	240
BRIGHAM CITY	240
CENTERVILLE	240
CLEARFIELD	240
CLINTON	240
FAMINGTON	240
HEBER CITY	240
KANAB	240
KAYSVILLE	240
LAYTON	240
MURRAY	240
NORTH OGDEN	240
OGDEN	240
PRICE	240
SANTA CLARA	240
SOUTH OGDEN	240
SOUTH WEBER CITY	240
SPANISH FORK	240
WEST BOUNTIFUL	240
WOODS CROSS	240
NORTH SALT LAKE	260
WASHINGTON TERRACE	260
WEST VALLEY	300
LAVERKIN	320
SANDY	320
STATE OF UTAH	320
WEBER COUNTY	320
TAYLORSVILLE	320
WEST POINT CITY	320
EPHRAIM	400
SARATOGA SPRINGS	400
WEST JORDAN	400
ROY	408
COTTONWOOD HEIGHTS	480

53 Total Responses	
Total at 40	2
Total at 60	1
Total at 80	4
Total at 120	2
Total at 160-170	6
Total at 168	2
Total at 200	1
Total at 240	21
Total at 260	2
Total at 300	1
Total at 320	6
Total at 400+	5